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ABSTRACT

This bilicgraphy is intended to help educators locate materials, ideas, and methods which will enable adults to become more functionally literate. Readability levels are provided for many items. The bibliography is divided into six sections. The first section lists materials for the professional educator, including resources, staff development materials, teacher aids, research, and guides and handbooks. The second section presents materials which help the student learn to cope in daily life, including reading/vocabulary, writing/speaking, and listening. Section 3 lists coping content areas, including community resources, consumer economics, health, government and law, and occupational knowledge. The fourth section lists selected series of materials useful in teaching adults, while the fifth section concentrates on materials about teaching English as a second language. The last section lists additional sources of information. (The publication is indexed.) (KC)

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ED199479

MATERIALS FOR TEACHING ADULT FUNCTIONAL LITERACY IN NORTH DAKOTA; ANNOTATED BIBLIOGRAPHY

Compiled by
Barbara Korpi, Project Specialist

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CE 028 283

APRIL 1979

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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PURPOSE

This bibliography is intended to help educators locate materials, ideas and methods which will effectively enable adults to become more functionally literate.

A THANK YOU

Many words of thanks are due to Gordon Paulsen for his leadership and steadfast support for the duration of this project. Grateful appreciation is also expressed to Kim Paulson, Tim Cook and Dean Kappel, without whose help this volume could not have been printed.

INTRODUCTION

Within is an updated list of materials which are available for review by North Dakota educators. It may be of use to administrators, teachers, curriculum developers and other persons interested in teaching for functional literacy.

Guidelines for selecting these project products, free materials, commercial and non-commercial items, were that they be of high quality, that they be useful for teaching functional competencies, and that they be recommended or used by an existing 'life skills' related program.

Due to time constraints and the plethora of free materials collected, in many instances only one representative free title from any one source is listed. Readers can generally assume that other free titles from the same source are available. Most organizations are happy to send a list of their materials to inquirers.

Annotations are obtained from a variety of sources including publisher's catalogs, lists from other projects, published bibliographies, and the staff of this project. If quotation marks enclose an annotation, but no reference is cited the information was quoted from the item itself.

In some cases, all titles in the same series are given the same annotation. Each title is then filed separately under the subject to which it relates. Selected 'modular' types of series are listed in a separate section in order to illustrate the scope of their content.

The APL project at the University of Texas at Austin granted their permission to quote copy righted annotations from:

> ABC'S IN APL: AN ANNOTATED BIBLIOGRAPHY OF MATERIALS RELATED TO THE ADULT PERFORMANCE LEVEL GENERAL KNOWLEDGE AREAS. Adult Performance Level Project, Austin, Texas: University of Texas, at Austin. nd

Other sources from which annotations were adapted, or from which materials were located are:

> CURRICULUM GUIDE FOR ADULT EDUCATORS BASED ON THE ADULT PERFORMANCE LEVEL STUDY. Shari Besner and others. Providence, Rhode Island: University of Rhode Island. 1976.

> TESTS OF FUNCTIONAL ADULT LITERACY: AN EVALUATION OF CURRENTLY AVAILABLE INSTRUMENTS. Dean H. Nafziger and others. Portland, Oregon: Northwest Regional Educational Laboratory. 1975.

> C-B LIVABILITY SKILLS. Elna Dimock, Project Director. Clovis, California: Clovis Adult School. (1978).

Entries are listed alphabetically by title within subject areas. Each annotation is prefaced with information arranged LOOSELY in the following manner:

- Line 1 - title of entry
- Line 2 - extra line; left blank unless needed for one of the following:
  - second line in a long title
  - author if other than publisher
  - publisher if other than source of available copies
  - ED number for ERIC documents
  - title of series
- Line 3-5 - name and address of source of available copies
- Line 6 - date published, price, number of pages, type of binding, readability level when appropriate

Abbreviations used:

ABE - Adult Basic Education - refers to skill levels below the 8th grade.
APL - Adult Performance Level
c-b - competency-based
ESL - English as a second language
GED - General Educational Development. Refers to the test and to programs which prepare students to take the test. Refers to skill levels at 8th grade and above.
HB - Hard back
HSE - High School Equivalency
nd - no date — date of publication is not indicated
np - no pagination — pages are not numbered in sequence throughout the book
pb - paperback
TG - Teachers Guide
TR - Teacher Reference - refers to materials too difficult for ABE students to use easily.

$ ---, $? - There may or may not be a charge for the item listed.

Readability notations are provided for many items and were generally taken from various reference materials. Some were determined by this project's staff, using the Gunning Fog Index; others were taken from curriculum guides, publishers' catalogs or other bibliographies. Readability levels are included as a general guide. The appropriateness of a particular material for a certain student should be determined more closely with the student and the material at hand.

Materials can be ordered directly from the address given in each entry. North Dakota teachers can obtain microfiche copies of ERIC documents through the ERIC Center, Chester Fritz Library at the University of North Dakota in Grand Forks. These microfiche will be paid for by the Department of Public Instruction. Contact ERIC Center for more complete details and request forms.

North Dakota teachers can obtain review copies, or copies for trial use, by contacting the Project as indicated below:

Barbara Korpi
ACE Project
P.O. Box 1057
Dickinson, North Dakota 58601
1-701-225-5131

*APL TOPICS AT A GLANCE

ALL KNOWLEDGE AREAS: Vocabulary is integrated into all objectives and not presented as an isolation exercise.

CONSUMER ECONOMICS

2. Money, weights and measures
3. Taxes: Sales/Income
4. Money Management. Budgeting, decision making
5. Catalogs and Consumer guides

Purchasing Food:

6. Cost Factors (from store to store)
7. Comparison Shopping: unit pricing quality vs. needs
8. Packaging: containers labeling, directions, storage
9. Sales
10. Advertising -opinion vs fact
11. Restaurants

Purchasing Goods:

12. Home furnishings and clothes
13. Housing/utilities
14. Autos - purchase, maintenance
15. Maintenance of possession; House, clothing, furnishings labeling, directions
16. Banking
17. Credit
18. Insurance
19. Consumer Protection
20. Consumption/Conservation

GOVERNMENT AND LAW

2. Federal structure (also state)
3. Individual and government. Voting, etc.
4. Individual and legal system. Jury duty, small claims court
5. Documents. Wills, contracts
6. Tax supported services - Social security; Medicare, Medicaid (see Health 11); Post Office, CETA

HEALTH

2. Safety
3. Community services - hospitals, doctor, dentist, druggist, ambulance
4. Pregnancy/prenatal care
5. Family planning
6. Child rearing
7. Adolescent needs
8. Health maintenance, disease prevention
9. Mental Health
10. First Aid
11. Insurance (see also CE 18) Gov't and private
12. Diet
13. Federal Control of Drugs

OCCUPATIONAL KNOWLEDGE

2. Information sources
3. Occupational categories
4. Vocational testing/counseling
5. Employment agencies
6. Applications/interviews
7. Behavior standards
8. Attributes/skills leading to promotion
9. Financial/legal aspects of employment
10. Nonfinancial aspects of employment

COMMUNITY RESOURCES

2. Social services
3. Access - how/when to apply
4. Recreational services
5. Informational services - telephone directory, dictionary, library, newspaper, etc.
6. Complaint departments

Transportation:

7. Vocabulary - integrated into others
8. Signs
9. Schedules/fares: commercial transportation
10. Travel information
11. Maps
12. Time - zones, savings time
13. Accommodations/reservations
14. Transportation/public problems
15. Driving regulations

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*Conclusions of the Adult Performance Level Study done at the University of Texas at Austin, were that if individuals could become proficient in the skills and knowledge listed above, they would be able to perform the tasks of daily life competently enough to achieve success in today's society. This list was given to the American College Testing program for refinement. The organization of this Bibliography is based on ACT's refinement.

Professional Collection

Assessment

Guides, Handbooks and Teacher Aids

Materials resources

Periodicals

Research, Reform, Projects and Issues

Staff Development

Assessment

ADVANCED INFORMAL READING DIAGNOSTIC PACKET
O'Donnell, Michael P.
Right-to-Read Center
University of Maine Portland-Gorham
Gorham, Maine 04038
1975 $2.25 assessment kit

Contains 7 different sub-tests designed for secondary and adult students. Reading passages incorporate information relevant for these groups. Complete instructions for administering and scoring the tests are included in Chapter III of Teaching Reading to the Untaught (see Index).

APL CONTENT AREA MEASURES

APL Department
American College Testing Program
P.O. Box 168
Iowa City, Iowa 52240
1977 $8.50/1 set of the 5 tests

These CAMS are a series of 5 tests, one for each of the APL knowledge areas. They are standardized, norm-referenced tests whose questions are based on the instructional objectives of APL programs. Tests are available in the form of the Specimen Set for $8.50, or in packages of 25 test booklets in each area - $37.50/pkg.

APL SPECIMEN SET

American College Testing Program
P.O. Box 168
2201 North Dodge Street
Iowa City, IA 52240
1976 $2.75/set

Includes Survey Booklet (test questions), machine-scorable answer sheet, hand-scorable answer sheet, user's guide and order form for classroom quantities. Specimen sets are available for high school or adult. This is a test of functional literacy covering the four skill and five APL knowledge areas.

EDUCATIONAL ACCOUNTABILITY: BEYOND BEHAVIORAL OBJECTIVES
Combs, Arthur W.
Association for Supervision and Curriculum Development
1701 K Street, N.W., Suite 1100
Washington, D.C. 20006
1972 $2.50 40 pp pam

Professor Combs analyses the evolution of the current emphasis on "accountability" and "behavioral objectives." He redefines accountability with emphasis on personal growth and human freedom. In criteria form, he sets forth a new and more useful conceptualization of accountability, than the behavioral model allows.

FUNCTIONAL LITERACY, BASIC READING PERFORMANCE: A
BRIEF SUMMARY AND HIGHLIGHTS OF AN ASSESSMENT OF
17-YEAR-OLD STUDENTS IN 1974 and 1975
Gadway, Charles J. and Wilson, H.A.
National Assessment of Educational Progress
1860 Lincoln Street, Suite 700
Denver, CO 80295
1976 $ -- 53 pp soft cover

The title is quite self-explanatory. NAEP conducted a Mini-Assessment of Functional Literacy (MAFL) in two successive years. The major goal was to determine the extent of functional literacy among all 17-year-old students in America. The MAFL exercises are described, and results of the testing given.

IMPROVING EDUCATIONAL ASSESSMENT AND AN INVENTORY OF MEASURES OF AFFECTIVE BEHAVIOR
Beatty, Walcott H., editor
Association for Supervision and Curriculum Development
1701 K Street, N.W., Suite 1100
Washington, D.C 20006
1969 $4.50 164 pp pb

The Council on Assessment of Educational Outcomes, established by the ASCD, concluded that current measurement theory is inadequate for purposes of educational assessment. They proposed that a working conference on assessment theory be developed. This booklet contains the addresses presented at that conference, a paper by Walcott Beatty entitled, "Emotion the Missing Link in Education," and an annotated bibliography of noncognitive assessment instruments.

INSTRUCTIONAL MODULE: INTERPRETING APL SURVEY DATA

American College Testing Porgram
P.O. Box 168
2201 North Dodge Street
Iowa City, IA 52240
draft format

Using the APL Survey scores as reported on the computer printout and the technical information printed in the User's Guide, module participants will be able to interpret the APL Survey. The module tells how to use the Survey for planning needed instruction for analyzing program effectiveness and student progress.

IDAHO STATE PENITENTIARY INFORMAL READING INVENTORY

Kirtland, William and White, Ernie
Boise State University
1910 University Drive
Boise, Idaho 83725
1971 $3.00 pp plastic spiral

Specifically for adult populations in penal institutions. Provides teachers with a student's estimated: reading level, instructional level, frustration level, and listening level. Specific word recognition deficiencies and specific comprehension deficiencies can also be identified. Test applies particularly to adults who have difficulty reading. Alternate forms A and B are available. Administration time varies for each part. (annotation adapted from 'Tests . . .')

AN INFORMAL READING INVENTORY FOR USE BY TEACHERS OF ADULT BASIC EDUCATION

Office of Adult Basic Ed, State Dept. of Ed, New Hamp.
John E. Sideris, Consultant
State Department of Education
64 North Main Street
Concord, NH 03301
nd $ -- 18 pp 1-6 gr.

Specifically developed for adults, this informal test is to be used to measure reading performance from level 1 through 6. It is designed to indicate the instructional readability level for teaching purposes. Consists of: word recognition and analysis; oral reading; listening ability; and letter and blend recognition.

HARRIS GRADED WORD LIST AND INFORMAL TEXTBOOK TEST

Adult Continuing Education Resource Center
Montclair State College
Upper Montclair, New Jersey 07043
1966 $

These two informal reading tests are used together. The Harris Graded Word List consists of seven lists of words representative of varying reading levels. The Informal Textbook Test, given to applicants who score above grade level 2.0, involves a series of seven passages (at reading level 2-8), each followed by a list of comprehension questions. (Annotation taken from the 'description' in "Tests . . .)

MATH RESOURCE ITEMS FOR MINIMAL COMPETENCY TESTING

National Assessment of Educational Progress
1860 Lincoln Street, Suite 700
Denver, Colorado 80295
1977 $? 52 pp unbound

This is a collection of math items, to be completed with paper and pencil, for state and local education agencies to draw upon in custom-building their own minimal competency instrument.

MISSOURI CITIZENS SAY "YES" TO THE BASIC ESSENTIAL SKILLS TEST (BEST)

Department of Elementary and Secondary Education
State of Missouri
P.O. Box 480
Jefferson City, Missouri 65101
1976 $ -- 19 pp

This Report of the Regional Educational Conferences, 1976, includes a brief discussion of conference topics. It asks and answers questions pertaining to developing a basic skills test, and the limitations of what a test can do. Test items are listed by these categories: Basic government; Basic economics; Basic math; Basic language arts and reading skills.

OREGON COMPETENCY BASED ADULT HIGH SCHOOL DIPLOMA

Umpqua Community College and Douglas County Intermediate Education District
Northwest Regional Educational Laboratory
3000 Market Street, N.E., Suite 323
Salem, Oregon 97301
1976 $? 901 pp looseleaf

An administrator section, a student handbook section, and a section on competencies descriptions comprises this 1977 field test model. The model can be adapted to local needs and includes clear suggestions concerning one possible procedure for assessment of life experiences. The diploma is awarded upon fulfillment of all credit, competencies, and attendance requirements.

READ, READING EVALUATION-ADULT DIAGNOSIS

Colvin, Ruth J. and Root, Jane H.
Literacy Volunteers of America
3001 James Street
Syracuse, NY 13206
1972 $-- kit

This three part test consists of Part I, word recognition; Part II, word analysis; Part III, reading inventory. Forms 1 and 2 are available for the reading inventory. The three parts need not be administered at the same time. Total test takes about 30 minutes. Must be administered individually. (Annotation adapted from 'Tests . . .')

READING RESOURCE ITEMS FOR MINIMAL COMPETENCY TESTING

National Assessment of Educational Progress
1860 Lincoln Street, Suite 700
Denver, Colorado 80295
1977 $? 45 pp unbound

This is a collection of reading items, to be completed with paper and pencil, for state and local education agencies to draw upon in custom-building their own minimal competency instrument.

R/EAL, READING/EVERYDAY ACTIVITIES IN LIFE
Lichtman, Marilyn
Cal Press, Inc.
76 Madison Ave.
New York, NY 10016
1972 $8.20 19 pp

The test is an objective assessment of functional literacy. It is presented in nine categories of commonly found materials in everyday life. 20-30 minutes are required for administering, and the test may be used for individual or group use. The examinee listens to taped questions which correspond to material in the test booklet and records answers in the test booklet. (annotation adapted from 'Tests . .)

REFERENCES RELATED TO APPLIED PERFORMANCE TESTING AND REFERENCES RELATED TO MINIMUM COMPETENCY TESTING
Clearinghouse for Applied Performance Testing
Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, Oregon 97204
1978 $ -- 42 pp

One-hundred twenty-four entries are listed. Citations include author, title, name of publisher, date, and codes for ERIC, Psychological Abstracts and NTIS when appropriate. Addresses are not complete and if help is needed in ordering or locating an item, CAPT encourages the user to write for help. Most items can be located through academic libraries or requested from the primary sources.

A REPORT TO THE NEVADA STATE BOARD OF EDUCATION ON THE COMPETENCY-BASED HIGH SCHOOL DIPLOMA PROGRAM

Nevada Department of Education
Capitol Complex
Carson City, Nevada 89710
1977 $ -- 44 pp 8½x11 stapled

Outlines specific proficiency tasks which should be tested in the areas of reading, writing and arithmetic. Questions are open ended, functionally oriented, and the test will not be normed. Recommends that a professional test publisher be found to develop and field test the instrument. Estimated start up costs and legislative concerns are included.

SCHOOLS BECOME ACCOUNTABLE: A PACT APPROACH
DeNovellis, Richard L. and Lewis, Arthur J.
Association for Supervision and Curriculum Development
1701 K Street, N.W.
Washington, D.C. 20006
1974 $3.50 71 pp pam

In the 1970's, society must become the real basis for accountability. "This publication provides a general guide for establishing an accountability plan in individual schools through the formation of a Planning Accountability Team (PACT). A description of this accountability model is found in the last section and will serve as a reference and a guide which schools can use in their local accountability efforts."

TESTS FOR ADULT BASIC EDUCATION TEACHERS
Vonderhaar, Kathleen and others
University of Missouri-Kansas City, but write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1975 $ -- 42 pp microf.

Provides a current listing of tests and measurement instruments which can aid instruction in the ABE classroom. For each test availability info is provided; type, range (grades), time, forms, manual, scoring and format is listed. The list is divided into group tests and individual tests. These categories are broken into diagnostic, placement, achievement, and intelligence tests.

TESTS OF ADULT BASIC EDUCATION (TABE)

CTB/McGraw-Hill
Del Monte Research Park
Monterey, California 93940
1970 $

This standardized test provides a system for measuring the reading achievement level of adults, based upon a corresponding level of the California Achievement Tests. Two forms are available. Levels are: E - for adults with severe educational limitations or culturally deprived backgrounds; M - upper elementary; D - junior high level. Total administration time is about 40 minutes (9 for vocabulary, 31 for comprehension). A group test. (annotation adapted fm 'Tests. . .')

TESTS OF FUNCTIONAL ADULT LITERACY: AN EVALUATION OF CURRENTLY AVAILABLE INSTRUMENTS
Nafziger, Dean H. and others
Northwest Regional Educational Laboratory
710 S.W. 2nd Ave.
Portland, Oregon 97204
1975 $4.50 110 pp pb

Seventeen currently available measures of functional literacy are reviewed and evaluated. The report concentrates on tests that are referenced to 'coping skills'. Because functional literacy has frequently been defined in terms of a grade level equivalent or some other norm, normed tests are included. A common set of criteria, important for any test, were used to evaluate all tests included in the report.

Guides and Handbooks

ADULT BASIC EDUCATION HANDBOOK: A RESOURCE FOR ADMINISTRATORS, TEACHERS AND COUNSELORS
Ms. Jane L. Evanson, Director
The Adult Education Program
Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, Oregon 97204
1977 $16.95 322 pp 3 ring

General information about ABE, about teaching in an adult setting, and about various ways for presenting information in several subject areas is compiled specially for ABE, GED and ESL instructors. A variety of outlooks and experiences are included because many experienced educators collaborated to produce the 'Handbook.' Helpful bibliographies at the end of each of the five sections. An excellent resource.

ADULT COMPETENCY INSTRUCTIONAL GUIDE
Auburn University and Alabama State Dept. of Ed., write:
Dr. Harry Frank
Vocational and Adult Education Department
Auburn University
203 Petrie Hall
Auburn, Alabama 36380
1976 $12.00/set of 2 guides np

The Guide was designed to present teaching approaches in a modular form utilizing the findings of the Texas APL study. The tasks identified as being important to adults in the Texas study became the basis for the instructional modules. All APL objectives in each of the 5 APL knowledge areas are included. Activities and resources are listed. Thoroughly field tested.

ADULT PERFORMANCE LEVEL SCOPE AND SEQUENCE CHARTS

Adult Performance Level Project
202 Extension Building
University of Texas
Austin, Texas
1976 $? np plastic spiral

"This volume presents the scope and sequence of the curriculum currently being developed for the teaching of each of the 65 APL objectives. When an individual is able to meet the objectives presented for a particular knowledge area, it is expected that he/she will be functionally competent in that knowledge area." This volume could be considered a curriculum guide of objectives and sub-objectives.

AN ADULT EDUCATION CURRICULUM GUIDE BASED ON INSTRUCTIONAL MATERIALS RELATED TO THE OCCUPATIONAL NEEDS OF EMPLOYEES
Adult Prescriptive Program for Levels of Employment--Career Oriented Education Project (Apple Core)
Mrs. LaVerne Knotts
Louisiana Department of Education
P.O. Box 44064, Capitol Station
Baton Rouge, Louisiana 70804
1974-75 $ -- Set of 7 booklets

Booklet 1--a summary of the reading and math skills and an explanation of the development of diagnostic and instructional instruments used in each packet. Booklet 2--report of the employers' survey. Booklet 3--bibliography. Booklets 4-7--instructional packets.

CALIFORNIA BUSINESS EDUCATION PROGRAM GUIDE FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS
ED 105274
Write: ERIC Center
Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1973 $ -- 824 pp microf. 11-12 gr.

Designed to prepare students with entry level competencies compatible with the needs of employers, the guide contains student-oriented performance objectives, optional approaches to instruction, and provides for competency based instruction. Competencies are based on 7 occupations selected through task analysis studies and include such things as grooming, instructions, job applications, math computations, communications, etc.

CLARK COLLEGE PART-TIME FACULTY HANDBOOK
Brewer, Ross K., Director of Evening Instruction
Clark College
1800 East McLoughlin Blvd.
Vancouver, Washington 98663
1977 $ -- 43 pp looseleaf

Designed for teachers of Continuing Education classes at Clark College, this handbook also contains hints and helps appropriate for all ABE teachers. The handbook contains a section on the APL study, its objectives, and materials being developed for student use which relate to the study's objectives.

COMMUNITY RESOURCES (eds Specimen Set)
Henney, R. Lee
Educational Diagnostic Services, Inc.
P.O. Box 347
Valparaiso, Indiana 46383
1976 $5.50 sample set upper level ABE

The set includes an instructor's manual and 3 workbooks. Each 'facilitator' (workbook) consists of 5 parts: instructional objective, suggested tasks, introduction, discussion, and terms to know. Emphasis is on learning by doing (doing includes investigating actual situations, then giving oral or written reports). Objectives closely relate to APL objectives. Print and illustrations are small. Format is flexible. The booklets cover: The community and you; Methods of transportation; Owning an automobile.

COMMUNITY RESOURCES TEACHER GUIDEBOOK
Project Relevant Education for Adult Learners
Adult Basic Education
Warren City Schools
Warren, Ohio
(1978) $ -- 62 pp 8½x11 soft cover

Project REAL developed these materials so that teachers could help disadvantaged adults function independently and cope with the needs of society. There are five books in the series, one in each of the APL Content Areas. This title covers such topics as the public library, social security, postal services, letter writing, the telephone, cooperative extension service, and community assistance. Glossary, bibliography, a list of resources and a list of related sources.

CONSUMER ECONOMICS (eds Specimen Set)
Henney, R. Lee
Educational Diagnostic Services, Inc.
P.O. Box 347
Valparaiso, Indiana 46383
1976 $6.40 sample set upper level ABE

The set includes an instructor's manual and 4 workbooks. Each 'facilitator' (workbook) consists of 5 parts: instructional objective, suggested tasks, introduction, discussion, and terms to know. Emphasis is on learning by doing (doing includes investigating actual situations, then giving oral or written reports). Objectives closely relate to APL objectives. Print and illustrations are small. Format is flexible. The booklets cover: Managing your money; The best buy; Spending your money; and Aids to the consumer.

CONSUMER ECONOMICS FOR ADULTS
Fitzloff, Greg
Council on Economic Education
University of North Dakota
Contact: Barbara Korpi, Project Specialist
Adult Competencies in Education Project
Instructional Media Center, P.O. Box 1057
Dickinson, North Dakota 58601
1977 $ -- 207 pp not bound gr. 5 (varies)

Chapters can be used as a curriculum package for groups or for independent study. Exercises at the end of each chapter can be inserted appropriately in the process of study or can be left until the end, for review or evaluation. Topics covered include credit, insurance, housing, taxation, savings and other consumer subjects. Written especially for the state's ABSE teachers.

CONSUMER ECONOMICS TEACHER GUIDEBOOK
Project Relevant Education for Adult Learners
Adult Basic Education
Warren City Schools
Warren, Ohio
(1977) $-- 60 pp 8½x11 soft cover

Project REAL developed these materials so that teachers could help disadvantaged adults function independently and cope with the needs of society. There are five books in the series, one in each of the APL Content Areas. This title covers such topics as checking accounts, banking services, budgeting money, comparative shopping and other consumer concerns. Steps for performing consumer related activities are given for each topic. Glossary and bibliography included.

CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO
Ohio State Board of Education, write:
Karen P. Heath
Vocational Education Division
State Department of Education
Columbus, Ohio 43214
1976 $5.00 172 pp soft cover

A wealth of resources to draw from in developing individual courses of study is provided. There are 6 sections structured around student objectives, concepts, strategies and supplemental aids. Topics include the consumer and the economic system, consumer choices, roles, rights, responsibilities, consumer behavior determinants, and community resources. Designed for high school classes but adaptable for ABE.

CONSUMER EDUCATION FOR FAMILIES WITH LIMITED INCOMES
Texas Tech University
Available from Texas Education Agency
Department of Vocational and Adult Education
Division of Homemaking Education
Austin, Texas
1971 $? 360 pp looseleaf

This guide is designed to aid teachers of adults with limited incomes. Section 1 prepares teachers to teach consumer education to disadvantaged adults. Section 2 consists of lessons for group use, includes units in 10 areas of consumer education, and is designed for use with 4-6 gr. level readers. Directions for games and visual aids, and suggestions for learning experiences are provided with each lesson.

CURRICULUM GUIDE FOR ADULT EDUCATORS BASED ON THE ADULT PERFORMANCE LEVEL STUDY
Basner, Shari and others at the U. of Rhode Island
write: Department of Education
State of Rhode Island and Providence Plantations
Hayes Street
Providence, Rhode Island 02908
1976 $ -- 151 pp soft cover

Sample activities are presented for each APL objective in all 5 APL knowledge areas. Materials selection concentrates on high-quality, low cost, workbook-type materials. Teaching of the basic skills of reading, writing, speaking, listening and computation are structured around recognizable issues and personal needs of students.

DEAR ARBY, HOW DO I TEACH ENGLISH AS A SPOKEN LANGUAGE? A GUIDE
Black, Rolena
Available from Rolena Black
13592 Malena Drive
Tustin, CA 92680
1976 $3.50 63 pp looseleaf

Dear Arby is a guide for volunteer Laubach tutors seeking help in teaching non-English speaking students to communicate in spoken English at a beginning level. Included are lesson plans for beginning conversational oral language learning. The lessons are co-ordinated with the vocabulary of Skill Book One in the Laubach materials.

DEVELOPING READING SKILLS THROUGH SUBJECT AREAS
A HANDBOOK FOR SECONDARY EDUCATORS
Schain, Robert L. and others, editors
Wingate High School Press
600 Kingston Avenue
Brooklyn, New York 11203
1976 $5.75 72 pp pb

Developed by teachers at George Wingate High, the book contains lesson plans focusing on improving reading skills in secondary subject areas. Each lesson has 3 parts: Reading Skill, Subject Objective, and Lesson Task. It is meant to be a model upon which teachers can base their own lesson plans. It is not intended that teachers become 'reading teachers,' rather, they improve reading skills as part of achieving content area goals.

Guides and Handbooks

ENVIRONMENTAL QUALITY AND THE CITIZEN: A TEACHING GUIDE FOR ADULT EDUCATION COURSES RELATED TO THE ENVIRONMENT

Clausen, Bernard L. and Iverson, Ross L.
Soil Conservation Society of America
7515 Northeast Ankeny Road
Ankeny, IA 50021
nd $2.00 40 pp soft cover TR

Written on the teacher's level, this guide contains excellent ideas for adapting to ABE. Each lesson contains objectives, background information, a teaching activity and references. Specific problems, as well as environmental quality in general are covered.

FERNDALE ADULT BASIC EDUCATION CURRICULUM

Ferndale High School
881 Pinecrest
Ferndale, Michigan 48220
1970 $3.00 153 pp plastic binding TR

This curriculum guide describes what may be expected of students at various skill levels, and notes topics related to every day life that can be used to develop particular skills. It includes evaluation methods for a variety of situations. An ESL section is located at the back of the guide. Skills necessary for students to cope with, or improve, their life situations are stressed.

FINAL REPORT, IMPLEMENTATION OF AN APL CURRICULUM

Pulaski County Adult Education Center
Little Rock, AR 72202
1977 $ -- np soft cover

This demonstration project's curriculum centered around the Singer products: Career Awareness Lab, Job Survival Skills and Community Life Skills. Core programs were supplemented where necessary. Classes consisted of full time students eligible under CETA and V.A. guidelines. Students were pre- and post-tested with the APL short form. The course was most effective for APL 1's in this, the first year.

FUNCTIONAL READING; A RESOURCE GUIDE FOR TEACHERS Vol. I and Vol. II

Division of Instruction
Maryland State Department of Education
P.O. Box 8717
Baltimore-Washington International Airport
Baltimore, Maryland 21240
1976-77 $? plastic bound K-12 gr.

Developed to insure that all K-12 students will acquire the reading skills necessary for survival in our society, teachers are told how to stimulate students' natural curiosity using "real" print and non-print material. Following directions, locating references, developing personal interests, applying information, and understanding forms are goal areas.

GOOD IDEAS FOR TEACHING DAILY ADULT LIVING Good Ideas for Teaching (GIFT) Series

Alabama State Department of Education
Norman O. Parker, State Coordinator
Adult Basic Education
State Office Building
Montgomery, Alabama 36130
1974 $ -- plastic spiral bound

One in a series of 3 handbooks, the objective of this title is to develop functional, adult-oriented activities which accomplish specific instructional objectives. It is designed to be a ready source of materials for more effective teaching of ABE.

GOOD IDEAS FOR TEACHING MATHEMATICS Good Ideas for Teaching (GIFT) Series

Alabama State Department of Education
Norman O. Parker, State Coordinator
Adult Basic Education
State Office Building
Montgomery, Alabama 36130
1973 $ -- plastic spiral bound

One in a series of 3 handbooks, the objective of this title is to present guidelines, procedures, and techniques for teaching basic math to adults. Written for practicing ABE teachers.

Good Ideas for Teaching Reading Teaching (GIFT) Series

Alabama State Department of Education
Norman O. Parker, State Coordinator
Adult Basic Education
State Office Building
Montgomery, Alabama 36130
1972 $ -- plastic spiral bound

One in a series of 3 handbooks, the objectives of this title are to present guidelines, procedures, and techniques for teaching basic reading to adults. Written for practicing ABE teachers, the contents include: scope and sequence of reading skills; characteristics of the adult learner; ABE assessment instrument; word attack; etc.

GOVERNMENT AND LAW (eds Specimen Set)

Henney, R. Lee
Educational Diagnostic Services, Inc.
P.O. Box 347
Valparaiso, Indiana 46383
1976 $5.50 sample set upper level ABE

The set includes an instructor's manual and 3 workbooks. Each 'facilitator' (workbook) consists of 5 parts: instructional objective, suggested tasks, introduction, discussion, and terms to know. Emphasis is on learning by doing (doing includes investigating actual situations, then giving oral or written reports). Objectives closely relate to APL objectives. Print and illustrations are small. Format is flexible. The booklets cover: Government; The law; and Taxes.

Guides and Handbooks

A GUIDE FOR TEACHING CONSUMER EDUCATION FOR A CO-EDUCATIONAL CLASS IN HOME ECONOMICS AT THE HIGH SCHOOL LEVEL
Orange County Board of Education
Carole Bielfield, Coordinator of Home Economics
Santa Ana, California 92711
1974 $2.00 387 pp loose leaf

This senior high course of study is offered as a guide, with more than ample materials for use in 1 semester. Some of the topics of the course are: teenage role and responsibility in the economy, appraising advertising, comparing consumers' rights, etc. Supplementary 'mini-units', resource lists and suggested activities can be adapted for teaching ABE 'coping skills'.

GUIDELINES TO TEACHING REMEDIAL READING, Revised
Pope, Lillie
Book-Lab, Inc.
1449 37th Street
Brooklyn, NY 11218
Source: New Reader's Press, Box 131, Syracuse, NY 13210
1975 $3.85 192 pp PB TR

Excellent for those who do not know just how to get started. Covers assessment procedures, how to use the results of your assessment for choosing materials and how to teach reading at different levels. For teachers and tutors of ESL or ABE.

HEALTH (eds Specimen Set)
Henney, R. Lee
Educational Diagnostic Services, Inc.
P.O. Box 347
Valparaiso, Indiana 46383
1976 $6.40 sample set upper level ABE

The set includes an instructor's manual and 4 workbooks. Each 'facilitator' (workbook) consists of 5 parts: instructional objective, suggested tasks, introduction, discussion, and terms to know. Emphasis is on learning by doing (doing includes investigating actual situations, then giving oral or written reports). Objectives closely relate to APL objectives. Print and illustrations are small. Format is flexible. The booklets cover: Health services and first aid; Family planning; The growth cycle; and Health protection.

HEALTH AND FAMILY LIVING TEACHER GUIDEBOOK
Project Relevant Education for Adult Learners
Adult Basic Education
Warren City Schools
Warren, Ohio
(1977) $ -- 55 pp 8½x11 soft cover

Project REAL developed these materials to help teachers help disadvantaged adults function independently and cope with the needs of society. There are five books in the series, one in each of the APL Content Areas. This title covers health, safety, first aid, school activities, leisure time and recreation, and food and nutrition. Informational steps for performing related activities are given for each topic. A glossary is included.

HOW TO TAKE THE FOG OUT OF WRITING
Gunning, Robert
Dartnell Press
4660 Ravenswood Avenue
Chicago, IL 60640
1964 $.65 64 pp booklet TR

The FOG Index measures the complexity of written material. This booklet tells how the index can be used, along with other writing principles, to achieve clear, readable prose. Useful information for ABE teachers who wish to rewrite difficult material for lower levels. Helpful to anyone wishing to improve speaking or writing habits. Lists cures for 25 common faults of writers.

IMPLEMENTATION OF AN APL CURRICULUM, FINAL REPORT

Pulaski County Adult Education Center
Little Rock, Ark. 72202
1977 $ -- np soft cover

This demonstration project's curriculum centered around the Singer products: Career Awareness Lab, Job Survival Skills, and Community Life Skills. Core programs were supplemented where necessary. Classes consisted of full time students eligible under CETA and V.A. guidelines. The class was filled with as many full time independent students as space permitted. Students were pre- and post-tested with the APL Short Form. The course was most effective for APL 1's in this, the first year.

I SPEAK ENGLISH: A TUTOR'S GUIDE TO TEACHING CONVERSATIONAL ENGLISH
Colvin, Ruth J.
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
Syracuse, New York 13210
1976 $3.75 69 pp soft cover

From the LVA catalog, ". . . a basic text for training tutors to teach English as a second language. It is a practical handbook not only for those who have had no experience in second language teaching, but also for professional teachers." Includes teaching techniques, emphasis on survival skills, goal setting & lesson plans. LVA is used in growing numbers of ABE programs all over the country. Their resources are excellent.

(6 APL modules - 1 in each APL general knowledge area plus transportation)
Kansas State Department of Education
Adult Learning Center
123 E. 2nd
Ottowa, Kansas 66067
(1976) $10.00

These 6 curriculum guides are directly correlated with each APL objective in each general knowledge area. A separate guide covers the transportation section in the Community Resources knowledge area. Useful information for teachers who want to implement a thorough APL approach. The type is difficult to read in most of the modules.

Guides and Handbooks

LAW AND GOVERNMENT TEACHER GUIDEBOOK
Project Relevant Education for Adult Learners
Adult Basic Education
Warren City Schools
Warren, Ohio
(1978) $ -- 78 pp 8½x11 soft cover

Project REAL developed these materials so that teachers could help disadvantaged adults function indenpendently and cope with the needs of society. There are five books in the series, one in each of the APL Content Areas. This title covers such topics as the various levels of government, becoming a citizen, voting, taxes, landlord/tenants rights, licensing, insurance, finding a lawyer, law enforcement agencies, correctional institutions. Glossary, bibliography, resources list.

LEARNING FOR EVERYDAY LIVING

Division of Adult and Community Education
Indiana Department of Public Instruction
Harold H. Negley, Superintendent
Room 229, State House
Indianapolis, Indiana 46204
(1979) $ -- 327 pp

This guide was developed over a period of two years by a committee of Indiana educators. The APL objectives constitute the core for the content and indicate the approach to adult learning suggested by the guide. Goals and performance objectives are listed. Skills objectives are stated. Suggested teaching/learning activities are given along with resources. Appendices.

LEARNING INFORMATION FOR EFFECTIVE LIVING: READING MODULES BASED ON ADULT PERFORMANCE LEVEL STUDIES
Smith, Jo and Walden, Bobbie L.
State Department of Education
Bobbie L. Walden, Education Specialist
Adult Basic Education
State Office Building
Montgomery, Alabama 36130
1976 $ -- 136-143 pp 0-5 gr.

The purpose of these 2 booklets is to provide the adult basic education teacher with practical and useful low level reading materials. The materials are based on the APL goals and objectives. The modules cover the 5 APL general knowledge areas and are written at the 0- 5th grade level.

LESSON PLANS AND RESOURCES FOR TEACHING FUNCTIONAL COMPETENCIES, VOL II
Camper, John
Jodor Publishing Company
2110 K Street
Sacramento, California 95816
1976 $6.00 327 pp pb

This volume of mini-lesson plans provide a general guide for teaching the various subjects that relate to everyday life. It is suggested that teachers adjust each plan to meet local needs. Each plan contains a topic, concept, purpose, prerequisites, objectives, methods, materials, and evaluation techniques section. Part 1 of the text offers 50 plans; part II contains a list of 1109 related resources.

LIT-LU- PORT-A-PAK

Curriculum Section, Office of Adult Education
State Department of Education
Room 209-A, Rutledge Building
Columbia, South Carolina 29201
nd $10.00 kit 9-12 gr.

The 'Pak' is a portable curriculum guide which is broken down and inserted in the slots of a large expandable file holder. The teacher supplies his own community and resource materials and inserts them in the appropriate slot. Planned experiences are included for 24 literature-reading and language usage skills needed by an adult high school student.

NEW HORIZONS
DeGraeve, Barbara and Hansen, Matilda
Albany County School District 1
Laramie, Wyoming 82070
1978 $ -- 69 pp stapled

Aimed specifically at homemakers who are not functioning in their environment, this project reports how it used everyday cooking and sewing to teach the principles of good nutrition and purchasing practices. The report consists mainly of recipes and needlework instructions, though the importance of using the non-threatening group atmosphere for imparting parenting skills and other home related skills is stressed.

THE NEWSPAPER: FOOD FOR THOUGHT AT THE BREAKFAST TABLE AND IN THE CLASSROOM OF ADULT EDUCATION
Patrenella, Luke L., Jr. (editor and compiler)
available from Marion Crump
Education Service Center, Region 6
P.O. Box 2201 SHSU
Huntsville, Texas 77341
1973 & '74 eds. $? 362 & 135 pp metal

These two volumes are a treasury of newspaper-in-the-classroom lesson plans. They were prepared by and for teachers in adult and continuing education. Grade levels are specified, objectives given, procedures outlined and supplemental materials specified or provided. Many photos, illustrations, games and graphs are included.

NEWSPAPER LAB: TEACH 'N TOTE

Curriculum Section, Office of Adult Education
State Department of Education
Room 209-A, Rutledge Building
Columbia, South Carolina 29201
nd $10.00 kit 0-8 gr.

This management system consists of a reading course curriculum guide, each section of which is a labelled file folder containing information for that section. The file folders go into a large cardboard box. The teacher adds resource materials, etc., as needed. The system includes prescriptions based on using the daily or weekly newspaper as a text. Placement inventories and teaching techniques are included.

THE NORTH DAKOTA CONSUMER: A COURSE OUTLINE FOR CONSUMER EDUCATION

Department of Public Instruction
M.F. Peterson, Superintendent
Bismarck, North Dakota 58505
1976 $ -- 136 pp plastic spiral

This Outline was written with considerable flexibility allowed for the users. The course can be taught as a traditional classroom course or as an individualized course, which is important in ABE. The outline is divided into three sections: Establishing career possibilities; Making family purchases; and Consumerism. A consumer simulation game, a list of free materials, and a list of resources are included.

OCCUPATIONAL KNOWLEDGE (eds Specimen Set)

Henney, R. Lee
Educational Diagnostic Services, Inc.
P.O. Box 347
Valparaiso, Indiana 46383
1976 $5.50 sample set upper level ABE

The set includes an instructor's manual and 3 workbooks. Each 'facilitator' (workbook) consists of 5 parts: instructional objective, suggested tasks, introduction, discussion, and terms to know. Emphasis is on learning by doing (doing includes investigating actual situations, then giving oral or written reports). Objectives closely relate to APL objectives. Print and illustrations are small. Format is flexible. The booklets cover: finding; getting; and keeping a job.

OCCUPATIONAL KNOWLEDGE TEACHER GUIDEBOOK

Project Relevant Education for Adult Learners
Adult Basic Education
Warren City Schools
Warren, Ohio
(1977) $-- 22 pp 8½x11 soft cover

Project REAL developed these materials so that teachers could help disadvantaged adults function independently and cope with the needs of society. There are five books in the series, one for each APL Content Area. This title covers preparing for and looking for a job, filling out job applications and other forms, interviewing, and holding the job. Informational steps for performing related activities are given for each topic. A glossary is included.

OCCUPATIONAL WORK ADJUSTMENT RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO

Ohio State Board of Education
Karen P. Heath
Vocational Education Division
State Department of Education
Columbus, Ohio 43214
1971 $7.50 63 pp soft cover

This manual is intended to provide a wealth of ideas and methods for the coordinator, so that he will be able to incorporate Consumer Economics as a vital part of his program. It was designed to enable students to grasp BASIC consumer economics concepts. Auburn University's ABE curriculum guide (based on APL concepts) lists this Supplement as a resource.

PEARLS

Wil Lou Gray Adult Reading Council, but write:
Curriculum Section, Office of Adult Education
State Department of Education
Room 209-A, Rutledge Building
Columbia, South Carolina 29201
(1975) $2.00 72 pp soft cover TR

A collection of over 200 ideas from South Carolina Adult Education teachers, based on successful classroom practices.

PERSONAL GROWTH CURRICULUM; ADULT BASIC EDUCATION IN NEW MEXICO

Department of Education, State of New Mexico
Thomas M. Trujillo, Director
Adult Basic Education
Santa Fe, New Mexico 87501
1975 $ -- 153 pp plastic spiral bound

This Curriculum is designed to be a part of the total teaching effort, which should include the 3R's. Topics treated are Money management, World of work, Citizenship and government, Health education, and Family life. A unit may include vocabulary lists, a bibliography and visual aids or worksheets. Emphasis is on student participation. Discussion and decision-making are stressed.

PORTLAND COMMUNITY COLLEGE ADULT BASIC EDUCATION STAFF HANDBOOK

Portland Community College
12000 SW 49th Ave.
Portland, Oregon 97219
1976 $ -- np looseleaf

Written for teachers of ABE, GED, and ESL. Excellent helps, procedures and suggestions are offered. In that teachers have always used relevant experiences as learning experiences, the authors feel that APL is already being implemented. However, as materials designed specifically for APL become a part of the curriculum, there will be training in how to use them most effectively.

A PRACTICAL GUIDE FOR TEACHING SURVIVAL ENGLISH

Rodriguez, Peggy
Latin American Family Education Program (LAFEP)
640 Jefferson Street
Gary, Indiana 46402
1976 $4.95 56 pp soft cover

A teacher survives if s(he) has command of the required skills. This guide offers simple how-to's for new teachers and a refresher course for experienced teachers. Much of the guide acts as a teacher's manual for Ingles Para Sobrevivir (reviewed elsewhere in this bibliography). Hints, tips, and possible pitfalls are discussed; characteristics of adult learners are outlined and an annotated bibliography is included.

Guides and Handbooks

PROJECT CAREER SUCCESS, THE FINAL REPORT
Marinelli, Diane and others
Venice-Lincoln Technical Center
K. Duane Rankin, Director
South Fourth Street
Venice, Illinois 62090
1977 $ -- 190 pp plastic spiral

Includes the project's refinement of the APL curriculum, an occupational competency curriculum, and a curriculum for critical thinking. Intake procedures are outlined, APL teacher competencies are listed, and some GED/APL comparisons are made. This is an excellent and thorough resource from which to model ABE/APL integrated programs.

PROJECT SUMMARY AND SELECTED CURRICULUM MODULES

Dorothy Westby-Gibson or John Tibbets
San Francisco State University
School of Education
1600 Holloway Avenue
San Francisco, CA 94132
1976 $4.00 plastic spiral bound

The California Adult Competency Education (CACE) Project describes their process approach to staff development and to the development of instructional modules and materials related to the 5 APL general knowledge areas. Selected sample curriculum modules are included. Recommendations from field testing situations are offered.

ROLE OF LAW IN A FREE SOCIETY AND THE RIGHTS AND RESPONSIBILITIES OF CITIZENSHIP
Missouri Bar Advisory Committee on Citizenship and the Missouri Department of Elementary and Secondary Education; but write:
Missouri Bar Association
State Capitol Building
Jefferson City, Missouri 65101
1976 $5.00 loose leaf with binder

Basic content of the program includes a practical explanation of how law works in the daily lives of citizens. Objectives are listed for various topics in the front section of the guide. Tables must be used to match up activities to the objective under consideration.

THE SECOND TREASURY OF TECHNIQUES FOR TEACHING ADULTS

NAPCAE
1201 16th Street, N.W.
Washington, D.C. 20036
1970 $2.00 49 pp pb TR

Some of the techniques covered are programmed instruction, students teaching other students, individualization of instruction with free and low-cost materials. The authors do not claim that the ideas are the only ones that would solve your teaching problems, but present techniques which have worked in many situations, which will guide your thinking, and will help you develop more effective teaching methods.

STAFF DEVELOPMENT PROJECT TO DEVELOP ABE GUIDELINES, LESSON PLANS USING APL CRITERIA
Far West Laboratory for Educational Research and Development, University of Hawaii, and Hawaii State Department of Education.
Available from College of Education
University of Hawaii
1776 University Avenue
Honolulu, Hawaii 96822
1975 $ -- np plastic spiral

Teachers participating in the APL portion of this project grouped themselves by schools and selected two general knowledge areas to work on. Their collective efforts produced lessons for typical Hawaiian students in all the APL knowledge areas.

SURVIVAL EDUCATION
Hall, Betty L.
Binford & Mort
2536 S.E. 11th
Portland, Oregon
1976 $4.50 143 pp soft cover

(No longer available from this source
Obtain from: CHARLIE HERVIK, ORDER DEPT.
HOLT, RINEHART & WINSTON
383 MADISON AVE.
NEW YORK, NY 10017
Format & Price may differ)

This is an excellent guide for teachers wanting to integrate coping skills education with their regular ABE program. Most lessons relate directly to one or more APL objectives.

SURVIVAL GUIDE

Latin American Family Education Program (LAFEP)
640 Jefferson Street
Gary, Indiana 46402
1976 $11.25 254 pp plastic cover

Concise information and directions for teaching coping skills are given. Most lessons closely relate to APL objectives. Students are taught through the use of in-class and out-of-class activities, teacher-made and commercially available materials (these are listed), field trips, and speakers. The main topics are consumer awareness, civic awareness and cultural awareness for Latin American backgrounds. These excellent lessons are adaptable for ABE.

TEACHING READING IN ADULT BASIC EDUCATION
Bowren, Fay R. and Miles V. Zintz
Wm. C. Brown Company
2460 Kerper Blvd.
Dubuque, Iowa 52001
1977 $10.95 409 pp pb TR

Read the full review by Kenneth Mattran of the University of Nebraska, in Adult Literacy & Basic Education, Vol. 1, No. 3, Fall 1977. Mattran concludes, ". . . a singularly valuable resource which is loaded with pertinent information. It is no 'cookbook' on how to teach reading; but as a reference work of almost encyclopedic range, it belongs on the bookshelf of anyone involved with teaching or administering in ABE programs."

Guides and Handbooks

TEACHING READING TO THE UNTAUGHT
O'Donnell, Michael P.
Multimedia Education, Inc., also available from:
Right to Read Center
University of Maine, Portland-Gorham
Gorham, Maine 04038
1975 $5.95 146 pp pb TR

From the 'Forward': "Dr. O'Donnell presents the Informal Inventory as a means of establishing the instructional level of students. He gives in detail an approach for helping students become independent readers by presenting word attack skills and comprehension skills in a very comprehensive manner. . . ."

TEACHING READING USING ADULT PERFORMANCE LEVEL MODULES
Hargrove, Wvonne Brown
Alabama State Department of Education
Norman O. Parker
State Coordinator, Adult Basic Education
Montgomery, Alabama 36130
1976 $ -- 144 pp soft cover

The purpose of the modules is to give ABE teachers an insight into effective and innovative ways of teaching immediate reading skills to nonreaders. The APL areas of Consumer Economics, Government and Law, and Occupational Knowledge are the contexts in which these reading skills are presented. The intent of the modules is to provide variety, creativity, and motivation.

TEACHING SURVIVAL SKILLS IN ADULT BASIC EDUCATION, Vol. I
Camper, John H.
Jodor Publishing Company
2110 K Street
Sacramento, CA 95816
1976 $4.50 145 pp pb

This is a 'how to do it' book for ABE teachers developing teaching units in survival skills. This title discusses needs and characteristics of the adult learner; deals with the steps a teacher should take before meeting the first class session. Remaining chapters deal with the development of units on survival skills.

TESTED TECHNIQUES FOR TEACHERS OF ADULTS

NAPCAE
1201 16th St., NW
Washington, DC 20036
1972 $3.00 53 pp pb TR

This booklet is a compilation of the 10 most helpful issues of NAPCAE's newsletter published between 1960 and 1972. The newsletter, Techniques, offers teachers of adults suggestions for involving adult students in a variety of meaningful and creative learning experiences. Ideas are presented in a clear, concise fashion so they can be extracted readily and applied effectively in many adult education teaching situations.

TUTOR'S SAMPLER
Pope, Lillie; Edel, Deborah and Haklay, Abraham
Book-Lab, Incorporated
1449 37th Street
Brooklyn, NY 11218
1973 $3.25 soft cover 96 pp

Stresses a multi-sensory approach to teaching letters, sounds and beginning reading. Gives ideas to be used with students who have reading problems, perceptual problems and specific readiness needs. Available from New Reader's Press at the price quoted above.

USING LANGUAGE EXPERIENCE WITH ADULTS: A GUIDE FOR TEACHERS
Kennedy, Katherine and Roeder, Stephanie
New Reader's Press
Box 131
Syracuse, NY 13210
1975 $1.50 40 pp booklet TR

In the Language Experience Approach the curriculum consists of articulated experiences of the students. Four basic ways to create a curriculum are by using dictation, transcription, directed writing, free writing. Advantages and disadvantages of each method are given. The authors tell how skills of sight vocabulary, phonic analysis, structural analysis and comprehension can be developed using this approach.

USING READABILITY FORMULAS FOR EASY ADULT MATERIALS
Laubach, Robert and Koschnick, Kay
New Reader's Press
Box 131
Syracuse, NY 13210
1977 $1.50 40 pp booklet TR

Explains and compares the uses of the Gunning Fog Index and the Fry Readability Graph. Useful to teachers trying to find an easy book for a person who can't read very well; for a person who is trying to write easy material; and for a person who wishes to be able to explain to a librarian just what he wants in the way of easy reading materials. Includes a short bibliography.

WHY CAN'T THEY READ IT? HOW TO TEACH READING IN THE CONTENT AREAS
Reiter, Irene M
Cambridge Book Company
488 Madison Avenue
New York, NY 10022
1974 $9.26 list/$5.56 net 125 pp soft cover

Students need direction in all their reading, one reading class cannot do the job. Content area teachers can help students analyze difficulties in written materials and help them transfer their skills from one subject to another. This is a guide for doing it. An in-service guide is also available ($19.64 list/ $11.78 net). Specifically for secondary teachers.

THE ABC'S IN APL: AN ANNOTATED BIBLIOGRAPHY OF MATERIALS RELATED TO THE ADULT PERFORMANCE LEVEL GENERAL KNOWLEDGE AREAS
Adult Performance Level Project
202 Extension Building
University of Texas
Austin, Texas
nd / $5.00 np looseleaf and binder

ABE teachers will find this a useful resource for locating materials for themselves and for their students, which relate to APL objectives. Materials are organized by knowledge area, objective number and level of difficulty. Readability level, source and price information is given for each item. Outstanding materials have been asterisked.

ADELL PRODUCTS LISTING

Clearinghouse ADELL
Informatics, Inc.
6011 Executive Boulevard
Rockville, Maryland 20852
Toll-free: 800-638-6628
1979 $ -- 19 pp 8½x11 pb

"To assist the states and local projects to exchange programmatic information and disseminate nationally the materials developed by special projects, Clearinghouse ADELL is compiling a centralized collection of Sections 306/309 products and making them available to adult education practitioners throughout the country." This 'Products Listing' contains samples available for loan or purchase from ADELL.

AN ANNOTATED BIBLIOGRAPHY OF ADULT ESL INSTRUCTIONAL MATERIALS
Escobar, Joanna Sculley and Daugherty, John
Illinois ESL/ABE Service Center
500 South Dwyer Avenue
Arlington Heights, Illinois 60005
1976 $8.00 161 pp brass posts, 2 ring ESL

"This is an annotated bibliography of adult English as a Second Language student materials available at the Illinois ESL/ABE Service Center. It has been prepared with the needs of adult ESL administrators, coordinators teachers and teacher aides in mind. In addition to providing a representative sampling of materials available, the bibliography will assist in the selection of instructional materials suitable for adult ESL programs"

BIBLIOGRAPHY OF ADULT READING MATERIALS FOR BASIC READING AND ENGLISH AS A SECOND LANGUAGE
MacDonald, Barbara, Editor
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
700 East Water Street
Syracuse, New York 13210
1977 $3.50 141 pp soft cover

From LVA catalog, ". . . includes books for tutors and students. Basic reading books are arranged according to the APL categories. Also listed are motivational aids, newspapers, magazines, programmed materials, book series, and a directory of publishers. Books are listed alphabetically by title." Excellent resource, though some addresses are already out of date

A CATALOG . . . AND MORE
Korpi, Barbara, compiler
Adult Competencies in Education Project
Dickinson Public Schools, Instructional Media Center
P.O. Box 1057
Dickinson, ND 58601
1977 free to N. Dak. ABE soft cover TR

The types and variety of APL resources available from non-commercial sources are introduced to ABE teachers in the context of APL Consumer Ec. objective 5 -- Shopping by Catalogs. The resource booklet can also be used as a planning packet for CE 5. It includes APL objectives, study summary, lesson guides for CE 5 taken from various curriculum guides, and a complete workbook for CE 5. Sources/addresses listed.

CATALOG OF EDUCATIONAL MATERIALS ON LIFE AND HEALTH INSURANCE AND PERSONAL AND FAMILY FINANCE 1976-77
American Council of Life Insurance, Health Insurance Institute
277 Park Avenue
New York, NY 10017
1976 free 26 pp pam

Contains a list of materials pertaining to life and health insurance and finances. Excellent for use in ABE classes, with modification.

CATALOG OF ADULT EDUCATION PROJECTS, FISCAL YEAR 1978
U.S. Department of Health, Education, and Welfare
Available from: Clearinghouse ADELL
6011 Executive Blvd.
Rockville, Maryland 20852
(800) 638-6628
1978 $ - 403 pp. soft cover

Projects funded under Sections 306 (a)(4) and 309 of the Adult Education Act of 1966, as amended, are listed along with their descriptions and products. The catalog includes an index to projects by subject and a series of matrices provide access to project descriptions through a variety of descriptors. An excellent directory for program developers looking for new products and program models.

COMPETENCY-BASED CURRICULUM MATERIALS

ICEDS Project
5350 University Avenue
San Diego, California 92105
714-582-3052 (Frances Lee or E. M. Swengel)
(1979) $1.00 24 pp 8½x11 pb

"The competency-based curriculum materials in this special collection have been rated 4.0 or higher on a 5-point scale, by experienced ABE and ESL teachers. Additional materials suitable for c-b adult high school completion programs have been selected by the ICEDS staff, using similar criteria. Also included are some comprehensive instructional and staff development programs prepared by special projects, funded largely under provisions of the Federal Adult Education Act..."

COMPETENCY-BASED RESOURCE LISTING FOR CONSUMER ECONOMICS

Sellers, Nancy
Region X Adult Education Staff Development Program
Northwest Regional Educational Laboratory
710 S. W. 2nd Avenue
Portland, Oregon 97204
1977 $ -- 57 pp plastic

Purposes of the list are to provide a list of resources that can be used within the scope of, or in addition to, the curriculum developed by the above Project; to assist instructors in the adoption and adaptation of a c-b approach to ABE; to provide some guidelines for evaluation of materials. Materials are listed alphabetically by publisher. Competencies involved, resource characteristics and reading levels are checked off.

CONSUMER EDUCATION BIBLIOGRAPHY

Schwartz, Beverly (editor)
National Multimedia Center for Adult Education
Montclair State College
Department of Adult Continuing Education
Upper Montclair, New Jersey 07043
1976 $4.00 146 pp

Listed under appropriate subject headings, this bibliography contains abstracts of many new resources in the field as well as the best "older" materials. Included are student texts, teaching guides, worktexts, workbooks and other instructional media--tapes, films, filmstrips, games, etc. Program overviews, curriculum guides, and the latest research bibliographies are also sampled.

CONSUMER INFORMATION: A CATALOG OF SELECTED FEDERAL PUBLICATIONS OF CONSUMER INTEREST

Consumer Information Center
Pueblo, Colorado 81009
1977 free 14 pp pam

The Catalog is published quarterly and lists some 240 selected Federal consumer publications. It includes booklets on a variety of consumer products; booklets on child care, employment, health, home management and maintenance, nutrition, recreation, and money management. A section listing helpful publications for older Americans is also included. Each annotation includes the title, price, pages, date, and short blurb about the item.

DEMONSTRATION: ABE STUDENTS IN LEVEL I PROGRESS BETTER WITH SPECIAL METHODS AND MATERIALS

Jane B. Sellen, Supervisor of Adult Education
Western Iowa Tech
4647 Stone Avenue, Box 265
Sioux City, Iowa 51102
(1978) $ -- 211 pp

Sellen assumes that ABE Level I students are individuals with learning disabilities which profit by using special materials and techniques. Project goals were to provide a means of determining the problem, to find materials useful for such adults, and to set up a process of short term goals to achieve appreciable results. This report contains the materials evaluations and a list of the most effective ones. The next step would be to train teachers in successful procedures.

EVERYDAY EVERYWHERE MATERIALS AS TEACHING RESOURCES IN ADULT BASIC EDUCATION

Shaw, Marilyn B. and Roark, Mary
Adult and Continuing Education Program Area
College of Education
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24061
1976 $ -- 228 pp soft cover

This is an excellent resource ideabook. It gives specific examples of how to use free, everyday materials in classroom situations. Ideas are concrete and useable. The format is clean and appealing, the text is written in an informative manner and with a sense of humor. Some topics include: about learners and teachers, applications, containers, games, labels.

FILMS AND SLIDES

American Heart Association
44 East 23rd Street
New York, NY 10010
free pam

Lists films and slides available from the association.

FREE AND INEXPENSIVE LEARNING MATERIALS

Office of Educational Services
George Peabody College for Teachers
Nashville, Tennessee 37203
1976 $3.80 250 pp pb TR

"In this edition are the titles and ordering information for more than 3,000 instructional aids, nearly 1,000 of which are entirely new or revised since publication of the preceding edition in 1974." Materials are classified under 85 subject headings. Annotations include nature of the item, price, and the full name and address of the distributor. Criteria for inclusion included factual content, free from propaganda, timeliness and utility.

FREE TEACHING AIDS

American Trucking Association, Inc.
Public Relations Department
Educational Services
1616 P. Street, NW
Washington, D.C 20036
1976 free 7 pp pam

Offers some excellent teaching aids. Most apply to elementary children, but a few could be adapted for use with ABE students.

GUIDE TO FREE MATERIALS--CONSUMER EDUCATION

Department of Consumer Education
Wayne County Joint Vocational School
Smithville, Ohio 44677
also available from the Ohio State Dept. of Ed.
Columbus, Ohio 43214
1976 $ -- 28 pp stapled TR

The guide lists the title and source of materials that can be obtained at no cost from a variety of organizations and agencies. It includes a suggested letter to use when requesting the free items. A list of toll free numbers to use for receiving information is provided.

INFORMATION FOR EVERYDAY SURVIVAL: WHAT YOU NEED AND WHERE TO GET IT

Gotsick, Priscilla and others
American Library Association
50 East Huron Street
Chicago, Illinois 60611
1976 $10.00 403 pp pb TR

The authors designed the list to "help the frustrated information-seeker cope with the problems of everyday survival." It is an excellent source for ABE teachers who are looking for supplementary materials. Materials are listed under 13 subject categories, alphabetically by title. Title, annotation and physical format, reading level, address of source, and approximate cost are listed for each item.

INSTRUCTIONAL MEDIA CENTER MATERIALS CATALOG 1977

Instructional Media Center
Dickinson Public Schools
444 West Fourth Street
Box 1057
Dickinson, North Dakota 58601
1977 $5.00/non member 560 pp plastic spiral

Services of the Instructional Media Center are available on a rental contract arrangement worked out with North Dakota school systems desiring to participate. This catalog lists materials and services available. ABE teachers in member schools will find this volume to be a comprehensive resource for obtaining print and media materials of all sorts.

LIBRARY MATERIALS IN SERVICE TO THE ADULT NEW READER

Lyman, Helen Huguenor
American Library Association
50 East Huron Street
Chicago, Illinois 60611
1973 $10.00 614 pp pb TR

"This report presents a comprehensive synthesis of the current research on reading of the adult new literate, the sociological context in which such reading takes place, provides significant new data from an extensive national survey of adult new readers, presents criteria for library analysis of needed materials, and links these to the national programs of adult reading instruction." Contains a checklist for analyzing materials, and much more.

(9)

A LIST OF MATERIALS FOR THE PUBLIC

American Heart Association
44 East 23rd Street
New York, NY 10010
free pam

LIST OF PUBLICATIONS FOR THE FARM & HOME

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1977 free 19 pp pam

This is a list of the many excellent farm and home informational pamphlets available for North Dakotans. The list can be obtained at no cost from the above address or from your local County Extension Agent.

NDSU EXTENSION SERVICE VIDEOTAPE PROGRAMS

Agricultural Communications Department
Cooperative Extension Service, Morrill Hall
North Dakota State University
Fargo, North Dakota 58102
701-237-7881 (Esther Kuehl, Media Receptionist)
(yearly?) $ -- 34 pp 3 ring

Videotape programs available through this catalog are on ½" tape open reel, EIAJ color standard and 3/4" videocassette. Some are single concept, others are from a series. Entries are alphabetical and are annotated. A charge of $2.00/tape is made. Tapes are available for free-of-charge viewing at libraries throughout N. Dak. Check with your local librarian.

NORTH DAKOTA IN PRINT

Bailey, Cheryl and Sprynczynatyk, Betty
North Dakota State Library
Bismarck, 58501
1972 $? 29 pp plastic spiral bound

"North Dakota in Print is a selective list of reading material annotated for teachers, students, librarians, and the general public. The list includes books by North Dakota authors and other books about North Dakota. Publisher and price information is given for 'in print' material. However, out-of-print (OP) materials are included when they are of special importance since they are still available on loan from libraries."

P.E.R.C. LISTING: AN ANNOTATED LIST OF MATERIALS AVAILABLE TO PARENTS THROUGH THE PARENT EDUCATION RESOURCE CENTER
Davis County School District, Monte Vista School
70 South 300 East
Farmington, Utah 84025
1977-78 $ -- 275 pp plastic binding TR

All materials contained in the P.E.R.C. are listed. An index, alphabetized by author, is included in the back. Each item is written up on a separate page and includes format, no. of pages, cost, title, author, publisher, annotation, table of contents and a code number. Date of publication is given. Davis County School District's Parent Education Resource Center Project Report, Sept. '77-June '78 is also available.

PARENT EDUCATION RESOURCE CENTER, PARENTING MATERIALS: AN ANNOTATED LIST
Box Elder School District
298 West 200 South
Brigham City, Utah 84302
1977-78 196 pp plastic spiral TR

This collection contains a listing of all materials contained in the Center. An index of materials alphabetized by author is included in the back. Each item is written up on a separate page and includes information on publisher, cost, copyright, annotation, and a listing of the table of contents. Pages are color coded for media type. Parent Education Resource Center, Final Report and Evaluation is also available.

READ FOR YOUR LIFE
Palmer, Julia Reed
Scarecrow Press, Inc., Division of Grolier
52 Liberty Street, Box 656
Metuchen, NJ 08840
1974 $15.00 510 pp hb TR

Read for your life describes two successful efforts to help people of all ages to read, and provides an annotated list of books that made them want to. Reading level and interest level are noted. An excellent guide for ABE teachers looking for supplementary reading materials which can be found in any library.

REDUCING FUNCTIONAL ILLITERACY: A NATIONAL GUIDE TO FACILITIES AND SERVICES
AAAA Contact Center (American Assoc. of Advertising Agencies)
P.O. Box 81826
Lincoln, NE 68501
(1978) $ -- 184 pp soft cover

Names and addresses of The International Reading Association, Literacy Volunteers of America, the National Affiliation for Literacy Advance, and the state departments of education are listed in alphabetical order by state, then city. Telephone numbers are included. Per Pat Knapp, Project Director, the project also produces a newsletter, The Written Word. The Project will act as a clearinghouse and refer people with questions to those with answers.

RESOURCES: RECOMMENDATIONS FOR ADULT CAREER EDUCATION RESOURCES, SUPPLEMENT
Feingold, Norman S. and others
B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036
1975 $? 179 pp pb

'Resources' is a "compendium of career materials that may be used in adult education courses to help the interested adult student become more familiar with a wide range of careers." This volume supplements a 1974 volume and emphasizes career/occupational descriptions relating to women and minority groups more than the first volume did. Information included has been carefully screened for adult education classes.

TAPES FOR ISOLATED SENIORS (T.I.S) TAPED INFORMATION SERVICE, FINAL REPORT OF A 309 PROJECT
Contact Marilyn Mitchell
Seminole Community College
Sanford, Florida 32771
1978 $-- 24 pp stapled

Report describes project which taped information needed by elderly, economically deprived adults who were generally characterized by low levels of general education. Send your blank tapes to T.I.S. Volunteers will duplicate the originals onto your tapes and return the tape to you. Each tape is about 10 min. long. Some sample titles: Coping with Lonliness, Depression, Pain, Food Stamps, Tax exemptions for Seniors, Enjoying the Gift of Good Health. Sixty-four tapes are listed in the five APL Knowledge areas.

A SELECTED LIST OF REFERENCES FOR A STUDY OF ADULT FUNCTIONAL COMPETENCY
NOMOS Institute
1117 Virginia
Berkeley, California 94702
415--524-0138
1978 $? 14 pp stapled TR

Entries in 'citation' form are listed alphabetically by author. Addresses are generally not complete enough to obtain the materials without consulting another source. An 8 page listing of the references by topic, is included under: theoretical sources, goals & objectives of ABE . . ., needs assessment, study of ABE, sources of general and specific competency statements, performance indicators, curriculum and program, and bibliographies.

THE WHOLE STATE CATALOG FOR NORTH DAKOTA
Thompson, Lowell, compiler
North Dakota State Department of Public Instruction
Capitol Building
Bismarck, North Dakota
1978 $-- 179 pp 8½x11 pb

Contains resources for teaching about North Dakota including books, periodicals, pamphlets, brochures, films, filmstrips, pictures, maps, games, field trip sites, resource people, historical societies, museums and commercial sources. Photos, delightful format; interesting reading in itself. Index. Relevant to all North Dakotans in all walks of life.

Periodicals

ABE NETWORK NEWS
Ms. Alice O'Donnell or Mr. William Phillips, Editors
175 Peik Hall
159 Pillsbury Drive
Minneapolis, Minnesota 55455
Quarterly, statewide scope, free

Supported by a 309 project from the State Dept. of Education, ABE Unit, the purpose of the Newsletter is to provide information on new and existing curriculum materials. The Newsletter also attempts to assess the needs of ABE personnel in their own programs and to meet these needs, as appropriate, through the Newsletter. It also wishes to serve as a forum for ideas and invites reader participation.

ADULT EDUCATION CLEARINGHOUSE NEWSLETTER
Ms. Fran M. Spinelli
Write: AEC Newsletter
Ms. Fran M. Spinelli, AEC Director
Center of Adult Continuing Education
Montclair State College
Upper Montclair, New Jersey 07043
Monthly, national scope

Contains a section to alert adult educators to recently published articles of interest. The Newsfront section describes new periodical of interest and publications available from other organizations. Comments from the Field section offers human interest stories for professional readers. Jobs are listed along with qualifications and source. New acquisitions and important calendar dates are listed.

ADULT LITERACY & BASIC EDUCATION, AN INTERNATIONAL JOURNAL FOR BASIC ADULT EDUCATION
Mr. Russell C. Wilson, Editor
Commission on Adult Basic Education
Editorial Office
203 Petrie Hall
Auburn, Alabama 36830
Quarterly, international in scope, copyright 1977, $8.50

"ADULT LITERACY AND BASIC EDUCATION is an official publication of the Commission on Adult Basic Education associated with the Adult Education Association of the United States. It is a journal dedicated to the sharing of research, opinion, news, and practice among the international body of practitioners and theorists working with adult literacy and basic education." Began Winter of 1976.

BULLETIN
Mr. James M. Heffernan, Editor
National Center for Educational Brokering of the
National Manpower Institute
Office for Research, Publications and BULLETIN
405 Oak Street
Syracuse, New York 13203 (315) 425-5275
Monthly, national in scope, permission to copy, free

"The BULLETIN is a monthly publication of the National Center for Educational Brokering, a non-profit educational organization designed to promote educational brokering through technical assistance, publications and public policy studies and recommendations. The BULLETIN is supported by grants from the Carnegie Corporation." Began in January of 1976.

CLEARINGHOUSE FOR APPLIED PERFORMANCE TESTING NEWSLETTER
Dr. Beverly L. Anderson, Director
Clearinghouse for Applied Performance Testing
Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, Oregon 97204
Bi-monthly, national in scope, free

This non-profit organization is sponsored by the National Institute of Education. It reports on conferences, legislation and research on APT. It collects and disseminates applied performance tests and related materials. One of its aims is to provide alternatives to traditional testing approaches and inform educators on the use of these alternatives.

HEART BEAT
Dr. E. M. Swengel, Editor
ICEDS Project
5350 University Avenue
San Diego, California 92105
Monthly, primarily statewide, free

The newsletter attempts to keep channels open to teachers about materials, methods, projects, etc., and from teachers about their needs in implementing c-b instruction. At the present, issues have stopped arriving, but ICEDS reports that the newsletter will resume in the future. It has been informative in the past and would be worth a letter or two of inquiry.

NAPCAE EXCHANGE
Todd, Less, Editor
National Assoc. for Public Continuing & Adult Education
1201 Sixteenth Street, N.W.
Washington, D.C. 20036
202--833-5486
Three times a year, national scope, $7.00/year

The NAPCAE Exchange takes the best from state and regional newsletters, other articles, reports and pictures to bring a pot-pourri of information to professionals in the field of Adult and Continuing Education.

NORTH DAKOTA ADULT EDUCATION ASSOCIATION NEWSLETTER
Current president is always the editor
For information contact Gordon Paulsen
Box 1057
Dickinson, North Dakota 58601
Quarterly, statewide scope, free

Information about Association activities, local and regional meetings. Important happenings, programs and projects are reported. A good way to keep up-to-date with events in your own field in your own state.

Periodicals

NORTH DAKOTA ADULT EDUCATION NEWSLETTER
Mr. David Haggerty, Editor

The agency which serves state adult basic education programs is changing from the University of North Dakota to the Department of Public Instruction in Bismarck. To date, the Newsletter has been bi-monthly; it is to be expected that changes will take place in the future. Watch for them!

NORTH DAKOTA CONSUMER
Consumer Affairs Office
North Dakota State Laboratories Department
Box 937
Bismarck, North Dakota 58505
701--224-2485 or toll free, 1-800-472-2927
Monthly, statewide, free, permission granted to copy

The 'Consumer' is meant to inform readers and help solve consumers' problems. It has dealt with topics such as: car complaints, Social Security changes, consumer legislation updates, children's "sugar coated" advertising, buying insulation, cosigning loans, fraudulent advertising, solar purchasing, and many, many more. It will keep you abreast of the activities of the newly formed Consumer Council whose members act as local consumer advocates.

XCHANGE

Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204
Quarterly, Region X coverage,

The Region X Adult Education Staff Development Program is a four state consortium (Alaska, Idaho, Oregon and Washington) effort to coordinate, cooperate, and share pre and in-service training and resources among state administered adult education programs. The program publishes XCHANGE as an information sharing resource. Complimentary copies are available by contacting Jan Derry, Administrative Assistant.

TRENDS

TRENDS Project
Education Service Center, Region II
109 N. Chaparral
Corpus Christi, Texas 78401
statewide in scope

"Trends is a statewide project funded by the Texas Education Agency Division of Adult Programs for the dissemination of information and resources available in adult education. It is designed to keep adult educators aware of resources and innovations as well as to encourage the widespread use of effective materials." A good vehicle for discovering new sources of materials which you may wish to contact directly.

Research/Projects

APL: A FERMENT IN EDUCATION
Roth, Edith
American Education Magazine, May, 1976; reprints are available from Field Operations & Services Branch
Division of Adult Education, USOE
Washington, D.C. 20202
1976

Roth describes the impact that the APL study has had on education.

APL: SHOCK TREATMENT BRINGS CHANGE

Administrators Swap Shop
Vol. XVII, No. 1, October 1976
entire issue 4 pp

This issue of the Swap Shop describes the APL Study, the theory behind the study, how educators have reacted, and what various states are doing in response to the study.

THE ADMINISTRATOR-RESEARCHER INTERACTION: THE CONDUCT OF COOPERATIVE RESEARCH
Stephen L. Murray and Nick L. Smith
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1974 $1.50 14 pp soft cover TR

This is number four in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

ADULT BASIC EDUCATION SPECIAL PROJECT

Macon County Board of Education
P.O. Box 90
Tuskeegee, Alabama 36083
1977 $ -- np plastic cover

This report describes the project and materials produced. Videotapes were recorded which give the Adult Learner information concerning services available in the community. Materials used with the videotapes are to be interspersed with the APL knowledge areas of Consumer Ec, Community Resources, Occupational Information and Health. Another purpose of the project is to train AE teachers to use videotapes.

ADULT FUNCTIONAL COMPETENCY: A SUMMARY

ADULT PERFORMANCE LEVEL PROJECT
202 Extension Building
University of Texas
Austin, Texas
1975 $2.00 12 pp + stapled

Summarizes the theory, methodology, and objectives of the Adult Performance Level Project which has had a great impact in the field of Adult Basic Education. Procedures, results, and implications of the study are included. Objectives of the study included identifying the competencies necessary to achieve educational and economic success in today's society, and to devise a means of assessing those competencies.

ADULT LEARNING: ISSUES AND INNOVATIONS
Smith, Robert M., ed.
Department of Secondary and Adult Education
160 Gabel Hall
Northern Illinois University
DeKalb, Illinois 60115
1976 free 122 pp soft cover

In the spring of 1975, 6 leaders in the field of adult education lectured and conducted seminars at NIU. Subject matter related to 'Issues and Innovations in Adult Learning'. The 6 papers are included in this volume.

THE ADULT PERFORMANCE LEVEL COMPETENCY-BASED HIGH SCHOOL DIPLOMA PILOT PROJECT
Adult Performance Level Project
202 Extension Building
University of Texas
Austin, Texas 78712
1976 $2.00 26 pp + stapled

This report describes the pilot project which operates in nine sites throughout Texas. The program includes assessment procedures and curriculum. Adults can obtain a certified high school diploma upon completion of the program.

ASSAYING THE GREAT CARGO CULT: RECENT RESEARCH ON LEARNER-CENTERED CURRICULA
Woditsch, Gary and others
ED 104247; paper presented at the Nat'l Conference on Higher Education sponsored by the American Association of Higher Education; but write:
ERIC Center, Chester Fritz Library
University of Nortn Dakota
Grand Forks, North Dakota 58201
1975 $ -- 18 pp microf.

This paper presents an overview of 7 groupings of learner-centered reforms. These reforms are discussed in relation to current research and findings. Performance and competency-based programs, personalized instruction, are only 2 of the 7 reforms discussed.

THE COMPETENCY-BASED DIPLOMA PROGRAM
Filaoro, Rockie
Harrisburg City School District
Edison Community School
1820 Bellevue Road
Harrisburg, Pennsylvania 17104
(1978) $ -- np stapled

Harrisburg's City School District's Competency-Based Diploma Program is a replication of the Texas APL model. The program's structure is outlined, processing of students is described, staff responsibilities are identified, instructional materials and resources are listed.

COMPETENCY-BASED EDUCATION IN OREGON: AN OVERVIEW
Hall, Mary
ED 104026; Paper presented at the Annual Meeting of the American Educational Research Association; write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1975 $ -- 12 pp microf.

During 1972-74 three policies were enacted which provided the legal basis for moving Oregon public schools and the postsecondary institutions preparing educational personnel for these schools to a competency-based orientation. A brief review of each of these three policy areas is presented.

COPING WITH OREGON'S NEW COMPETENCY-BASED GRADUATION REQUIREMENTS -- VIEW FROM A PRACTITIONER
Anderson, Earl ED 105594
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, ND 58201
1975 $-- 13 pp Microf.

Provides background info about the new Oregon graduation requirements, identifies several major problems faced by Oregon school districts in operationalizing the new graduation requirements, and describes the role of the consortium approach in providing technical assistance to local school districts. Limited numbers of microfiche and journal articles are free to North Dakota teachers through the above address.

COPING WITH THE INSTRUCTIONAL DIMENSIONS OF COMPETENCY-BASED GRADUATION REQUIREMENTS
Olson, Thomas A.
ED 108393; Paper presented at the Annual Meeting of the American Educational Research Association; write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1975 $ -- 9 pp Microf.

Discusses 2 sets of research and development questions related to the instructional dimensions of the graduation requirements.

A DEVELOPMENT CYCLE FOR A COMPETENCY BASED ENGLISH CURRICULUM, Grades K-12
Golub, Lester S.
ED 096580; Penn State U.; Unpublished paper; write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1974 $ -- 11 pp

This suggested development cycle reflects the attitude that responsible adults must be competent in carrying out certain carefully delineated behaviors and thoughts which satisfy the needs of society. It is based on cognitive and behavioral ability levels rather than grade levels. Content areas include listening, speaking, reading, writing, language, literature, and media.

DISSEMINATION: COGNITIVE STYLE MAPPING WORKSHOPS FOR IOWA ADULT BASIC EDUCATION INSTRUCTORS AND COORDINATORS
Jean Appleby, CSM Specialist
Hawkeye Institute of Technology
Box 8015
Waterloo, Iowa 50704
1978 $ -- 57 pp plastic spiral

Arrangements were made with Fox Valley Tech. Institute, Appleton, Wisconsin, for their CSM survey to be field tested in all HIT ABE classes in order to help validate the instrument. This report describes the process which resulted in the conclusion that CSM was an extremely valuable tool, with a great deal to offer, with its validity established through empirical testing. Dissemination activities were described; workshops are available.

DEVELOPMENT OF A PERFORMANCE ASSESSMENT SYSTEM FOR THE CENTRAL NEW YORK EXTERNAL HIGH SCHOOL DIPLOMA PROGRAM AN EDUCATIONAL ALTERNATIVE FOR ADULTS
Nickse, Ruth S.
Regional Learning Service of Central New York'
Syracuse University Research Corporation
405 Oak Street
Syracuse, New York 13203
1975 $2.00 29 pp plastic spiral binding

Contains a description of the unique characteristics of the program and the specific details of the design and implementation of the demonstration and assessment system. Presents the steps from conceptual design to an operational procedure. The APL competency-based high school diploma program adapted this model.

EDGEWOOD SCHOOL PLAN EDGEWOOD INDEPENDENT SCHOOL DISTRICT; ADULT PERFORMANCE LEVEL COMPETENCY BASED HIGH SCHOOL DIPLOMA PROGRAM; FIRST ANNUAL REPORT
Edgewood Independent School District, but write:
Danny DeGuire
3306 Ruiz
San Antonio, Texas 78228
1976 $ -- 21 pp plastic spiral

"This report contains statistical data gathered at the end of June, 1976, regarding the operation of the Edgewood CBHS, an open ended, self-paced competency based adult education program which began operation October 1, 1975.." The report analyzes 4 sets of data, states conclusions, and makes recommendations based on the data analyses.

THE EDUCATION OF ADULTS: A WORLD PERSPECTIVE
Lowe, John
The Unesco Press, Paris; available from
UNIPUB
Box 433, Murray Hill Station
New York, NY 10016
1975 $9.90 229 pp pb

This volume amplifies and discusses the themes considered at the third International Conference on Adult Education in Tokyo in 1972. If the resolutions and proposals of the conference were to be implemented, adult education would be raised to a status equivalent to that of primary, secondary and university education.

EDUCATIONAL GOALS. FROM THE FINAL REPORT OF THE ADVISORY TASK FORCE ON EDUCATIONAL GOALS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS OF WISCONSIN.
Wisconsin State Department of Public Instruction
Madison, Wisconsin ED 081 663
1972 $3.29 27 pp. stapled

Specific goals for elementary and secondary public education are described in this final report. Goals are learner and future oriented. Procedures used to develop goals are described. Document is available from the ERIC Document Reproduction Service operated by Computer Microfilm International Corporation P.O. Box 190, Arlington, Virginia 22210.

THE EXPERIMENTAL WORLD LITERACY PROGRAMME: A CRITICAL ASSESSMENT
The Unesco Press, available from
UNIPUB
Box 433
Murray Hill Station
New York, NY 10016
1976 $7.95 198 pp pb

This is an evaluation report of joint efforts by the United Nations Development Programme and a number of governments to evolve an effective approach towards overcoming the problem of illiteracy. Part I consists of 'Country Profiles'. Part II describes each of the 11 national projects and the lessons to be drawn from each.

THE FINAL PERFORMANCE, EVALUATION AND FINANCIAL REPORT OF THE SPECIAL DEMONSTRATION PROJECT IN ADULT EDUCATION THAT WAS ENTITLED, "HARD-TO-REACH ADULT LEARNING CENTER" WHICH WAS CONDUCTED BY CITIZENS FOR PROGRESS UNDER THE SPONSORSHIP OF THE MARYLAND STATE DEPARTMENT OF EDUCATION IN ST. MARY'S COUNTY, MARYLAND FROM SEPTEMBER 30, 1976 TO SEPTEMBER 30, 1977.
Available from Ms. Thelma M. Cornish, Coordinator
Adult Continuing Education
Maryland State Department of Education
P.O. Box 8717, BWI Airport
Baltimore, Maryland 21240
1977 $-- 5 pp, extensive appendices

The report describes success in serving Hard-to-reach adults who had never experienced formal training, who had not responded to traditional recruitment.

FINAL REPORT: THE ADULT PERFORMANCE LEVEL STUDY

Adult Performance Level Project
Education Annex
University of Texas at Austin
Austin, Texas 78712
1977 $5.00 47 pp soft cover

Objectives of the APL Project were to specify the competencies which are functional to economic and educational success in today's society and to develop devices for assessing those competencies in the adult population of the U.S. This is the final report of the major research phase of the project.

FINAL REPORT OF FOCUS ON CHOICE
Miller, Harriet and Pugh, Monica, Project Directors
Fort Wayne Women's Bureau, Inc.
P.O. Box 554
Fort Wayne, Indiana 46801
1978 $ -- 83 pp

"Focus on Choice was a 309 Special Project with educational and research components. The educational aspect involved two pilot classes of undereducated adults in a 13-week course which emphasized self-assessment, goal-setting and occupational information. An integral feature of the design included mutual support groups and role models as a way of encouraging school re-entry and/or improvement in self esteem. The most significant impact came from group discussion and contact with peer consultants."

FINAL REPORT, REALISTIC READING FOR ADULTS, SPECIAL APL IMPLEMENTATION PROJECT
Elaine Marshall, Director
Adult Reading Academy
Northeast Alabama State Junior College
P.O. Box 159
Rainsville, Alabama 35986
1977 $ -- 49 pp self cover, stapled

Activities and accomplishments of the project are summarized. Paraprofessional home tutors and classroom assistants were used to raise the reading level of adult learners and to help the learners apply their developing reading skills to the reading demands of everyday life. The project compiled a handbook to facilitate its replication.

FREE TO LEARN, UNLOCKING AND UNGRADING AMERICAN EDUCATION
Martin, John Henry and Harrison, Charles H.
Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 07632
1972 $? 185 pp ob TR

The authors present insights and basic concepts for change in American Education. Their suggestions and criticisms of graded systems are offered. However, they have attempted to avoid blaming the institution's weaknesses on those who are "only victimized by the institution".

FUNCTIONAL COMPETENCY IN THE U.S.: APL THE PROJECT

APL Project
202 Extension Building
University of Texas
Austin, Texas 78712
1976 $50.00 slide/cassette tape kit

APL study findings are presented and explained. Implications for education are noted, and states that have implemented functional competency related programs are pointed out. Many more programs have been developed since this kit was produced, but it explains the APL study and concepts very well. Contains 140 slides, 1 cassette tape with audible and inaudible beeps, script. Takes about 12 minutes.

GRADUATION REQUIREMENTS AS A VEHICLE FOR CHANGE
Olson, Thomas A.
ED 108394; Paper presented at the Annual Meeting of the American Educational Research Association; write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1975 $ -- 9 pp Microf.

The focus of the revised graduation requirements is on identification and student achievement of minimum survival competencies in the areas of personal development, social responsibility, and career development. The paper describes how these requirements act as the mechanism for bringing about change in Oregon schools.

A GUIDE TO IDENTIFYING HIGH SCHOOL GRADUATION COMPETENCIES, ISSUES AND EXAMPLES
Schenck, E. Allen
Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204
1978 $7.50 129 pp stapled

This is a guide for persons concerned with the process of identification, selection and adoption of competencies which must be acquired by all students prior to graduation from high school. It is divided into 2 sections. The first, describes important issues to be addressed, alternatives for resolving the issues, and how they were resolved for this guide. The second, consists of [illegible]7 graduation competency statements.

INSTRUCTIONAL TECHNOLOGY AND THE ADULT LEARNER
Wager, Walter
Action Research Corporation
3333 Lakeshore Drive
Tallahassee, Florida 32303
1977 $2.80 40 pp 8½x11 soft cover

Instructional variables that affect adult learners are analyzed and related to present practices and knowledge about adult learners. Implications for improving instruction are considered.

AN INTRODUCTION TO LIFELONG EDUCATION
Lengrand, Paul
Croom Helm London, available from
UNIPUB
Box 433, Murray Hill Station
New York, NY 10016
1975 $13.00 156 pp HC

"The concept of continuing lifelong education has become a key issue in planning education. This book by one of UNESCO's most experienced authorities on adult education suggests how lifelong education can be promoted and highlights some of the problems it involves." (Quoted from the book's jacket.)

IS COMMITTMENT ENOUGH?
Bell, Terrel H. (former) Commissioner of Education
Field Operations and Services Branch
Division of Adult Education
U.S. Office of Education
Washington, D.C. 20202
1975 $ -- 10 pp stapled

This is an address Commissioner Bell gave to the Annual Conference of the Adult Education Association in Salt Lake City. Dr. Bell reviewed the findings of the APL Study and raised questions about our entire education system in light of this research. His speech emphasized the need for restructuring adult education around the needs of the learner.

THE LIFELONG LEARNER
Gross, Ronald
Simon and Schuster
1230 Avenue of the Americas
New York, NY 10020
1977 $9.95 190 pp hard back

Reviewed by Roger Axford, Center for Higher Ed, Arizona State U. "This book sparkles." Gross describes the 'free-learner,' who has freed himself from over-reliance on schooling. He describes the best time to learn and outlines a Learning Project Plan. Axford feels the book can open up some fresh adventures in self-development and that it should be a must on the shelf of adult educators. He did not want to put it down because he was so captivated by the possibilities for a self-learning program.

LIFELONG LEARNING AND PUBLIC POLICY

Contact Penny Richardson, Coordinator
Lifelong Learning Project
Office of the Assistant Secretary for Education
Department of Health, Education, and Welfare
608 Thirteenth Street, N.W., Room 608
Washington, D.C. 20005
(1977?) $ -- 57 pp 8½x11 pam

Congress and the President are the primary audience for this report which deals with perspectives, selected issues, and recommendations for lifelong learning. The report describes other research, commissioned by the project, to assist in the enormous research task. Four appendices, 9 pages of references.

LITERACY: THE CRISIS OF A CONVENTIONAL WISDOM
Stanley, Manfred
School Review
May 1972 pp 373-409

Stanley states that the current debate on the moral status of modern society has obviously affected every one of its institutions. His examination of this debate in education takes the form of a critical analysis of Paulo Freir's writings on literacy and literacy training. He examines the diagnosis of "technicism" and the concrete proposals for change that Freir advocated.

A LOOK AT THE MOSAIC OF EDUCATIONAL EVALUATION AND ACCOUNTABILITY
Blaine Worthen
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1974 $2.50 36 pp soft cover TR

This is number three in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

LOUISIANA ADULT PERFORMANCE LEVEL PILOT STUDY: A COMPARATIVE ANALYSIS OF APL COMPETENCY-BASED INSTRUCTIONAL PROGRAMS
Dauzat, Dr. Sam V.
Louisiana Tech University
Ruston, Louisiana 71272
(1978) $-- 64 pp 8½x11 pb

Dr. Dauzat reports the results of comparing traditional ABE programs with APL programs. Six sites were studied. Instruments used to measure results for both groups were the CAT and the APL Survey. Change in final test scores were greatest for the APL group. Dropout rate for the traditional programs was 37%; 29% for the APLs. It was concluded that a more effective program would utilize APL materials and a skills-based approach in a more individualized setting.

THE MISSING LINK: CONNECTING ADULT LEARNERS TO LEARNING RESOURCES
Cross, Patricia K.
Future Directions for a Learning Society
College Entrance Exam Board, Publication Orders
Box 2815
Princeton, New Jersey 08541
1978 $4.50 79 pp pam

Malcolm Knowles, at a recent workshop, recommended this booklet because of the new insights and useful advice Dr. Cross offers on how to increase the quality of service to adult learners. She puts the students first, the institution second and distinguishes the learners' need for information about learning resources from their need for information about themselves. Appendices and references.

NEW YORK STATE EXTERNAL HIGH SCHOOL DIPLOMA PROGRAM: A REPORT ON ADULT LEARNERS

Nickse, Ruth S.; available from:
Linda Lehman-Hill
Regional Learning Center
405 Oak Street
New York, NY 13203
1976 $5.00 90 pp plastic spiral

This is a profile of fifty adult learners.' It includes their reactions to an adult life skills, competency-based, applied performance assessment system.

OREGON GRADUATION REQUIREMENTS: GUIDELINES FOR PLANNED COURSE STATEMENTS.

ED 109 749; Oregon State Dept. of Ed; but write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1974 $-- 52 pp microf.

Describes the evidence that is required to demonstrate that all courses offering units of credit toward graduation are planned courses, and to provide appropriate models and samples of planned course statements. Developed in response to requests from concerned personnel throughout the state of Oregon.

OREGON GRADUATION REQUIREMENTS: GUIDELINES FOR RECORD KEEPING PROCEDURES AND SAMPLE FORMS

ED 109750
Oregon State Department of Education, but write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, ND 58201
1974 $ -- 34 pp Microf.

Sample forms and record-keeping procedures are provided so that Oregon school districts may adopt or adapt them when implementing the mandatory, competency-based, secondary education graduation requirements.

PLANNING FOR A STATEWIDE EDUCATIONAL INFORMATION CENTER NETWORK

Van Dusen, William D. and others
Future Directions for a Learning Society
College Entrance Examination Board Publication Orders
Box 2815
Princeton, New Jersey 08541
1978 $3.50 35 pp pam

Federal legislation has created an important basis on which programs can be built to overcome and help close the gap between what adults need and want to do with respect to continuing their educations, and what facilities exist to provide them with information needed for success. Characteristics of a 'Center', funding, planning & policy, how to build it, and who should be included are discussed.

PRACTICAL GUIDE TO FUNCTIONAL LITERACY

Unesco, available from
UNIPUB
Box 433
Murray Hill Station
New York, New York 10016
1973 $3.30 170 pp pb

"The purpose of the present publication is to meet the need to disseminate, in circles directly concerned with the theory and practice of functional literacy training, the fundamental principles and essential pedagogical methods yielded by the pursuit of Unesco's Experimental World Literacy Programme, at its present stage of development."

PRE-PRODUCT EVALUATION: WHAT TO DO WHILE WAITING FOR THE PRODUCT

Nick L. Smith
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1974 $1.50 13 pp soft cover TR

This is number six in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

A PRESCRIPTIVE MODEL OF DEVELOPMENT OR EVALUATION: SOME NEEDED MATURITY

Cecil Clark
Northwest Regional Education Laboratory
710 SW Second Avenue
Portland, OR 97204
1975 $2.50 38 pp soft cover TR

This is number eight in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

THE PRESIDENT'S COMMITMENT TO CONSUMER EDUCATION

Knauer, Virginia H., Special Assistant to the President for Consumer Affairs
Field Operations and Services Branch
Division of Adult Education
U.S. Office of Education
Washington, D.C. 20202
1975 $ -- 15 pp stapled

This address was given before the Consumer Education "Catch-up" Conference sponsored by the Office of Consumer Affairs. Knauer expressed the hope that Consumer Ed will become an integral part of education at all levels. She cites the results of the APL Study and National Assessment of Educational Progress tests to illustrate the need she has pointed out.

RECRUITING THE RURAL ADULT IN NORTHEAST NEBRASKA

Carolyn Apland, Director
Adult Basic Education
Northeast Technical Community College
801 East Benjamin Avenue
Norfolk, Nebraska 68701
1978 $ -- np paper binder

"The report provides an overview of the recruitment techniques employed in four communities; Ainsworth, Crofton, Neligh, and Tekamah, along with some conclusions which may be helpful to those interested in increasing student enrollments in ABE programs."

THE REFORM OF INTERMEDIATE AND SECONDARY EDUCATION IN CALIFORNIA

Neill, George W.
EJ 130984; Phi Delta Kappan, Feb. 1976; but write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1976 $ -- 4 pp photocopy

"California has already initiated pervasive early childhood education reform. A new goal is 'personalized education' for the state's 1.9 million teen-agers in grades 7-12. Here is a summary of proposals made by a broad-based committee appointed by State Superintendent Wilson Riles."

A REPLICATION HANDBOOK FOR LEARNING DISABILITIES AND THE INSTITUTIONALIZED ADULT

Bury, Susan
Write: Susan Bury
Cornell College
Mount Vernon, Iowa 52314
nd $-- 65 pp not bound

Describes program and process involved in hiring and training former ABE/GED teachers to instruct students with various handicapping conditions. Goals were to help the teacher become aware of special education techniques and materials, and to give him access to the various resources available to aid his special teaching situation. All the information needed for replication is not included, but the general idea is quite clear.

THE RISE REPORT. REPORT OF THE CALIFORNIA COMMISSION FOR REFORM OF INTERMEDIATE AND SECONDARY EDUCATION.

ED 116315; California State Dept of Education; write:
ERIC Center, Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1975 $ -- 71 pp microf.

In this document, the California State Commission for Reform of Intermediate and Secondary Education presents its philosophy of reform, together with its recommendations and rationale for changes. Among the topics included are the new learner, the new learning environment, the new emphasis on learning, the new educator, and the new resources and responsibilities. One section discusses concerns for early adolescents.

SOME TASKS AND COMPETENCIES FREQUENTLY REQUIRED IN EDUCATIONAL RESEARCH AND EVALUATION

Blaine Worthen
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1974 $2.50 26 pp soft cover TR

This is number five in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

THE STATUS OF RESEARCH ON MODELS OF PRODUCT DEVELOPMENT AND EVALUATION

Nick L. Smith and Stephen L. Murray
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1974 $1.50 16 pp soft cover TR

This is number one in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

A STUDY OF FUNCTIONAL EDUCATION NEEDS OF NEW JERSEY ADULT BASIC EDUCATION STUDENTS: ADULT FUNCTIONAL COMPETENCY PROJECT FINAL REPORT

Flaherty, Jane F.
Center for Adult Development
Graduate School of Education
Rutgers University
New Brunswick, New Jersey
1977 $-- 109 pp 8½x11 soft cover

Report of this project whose primary mission was to document reactions of ABE students to certain competencies identified by the APL Study as essential to success in contemporary society.

SUPPORT FACILITIES AND REQUIREMENTS FOR COMPETENCY-BASED PROGRAMS

Harrison, Patrick and Nagel, Thomas
ED 111771; available from:
Dr. Patrick J. Harrison
San Diego State University
Educational Technology and Librarianship
San Diego, CA 92182
1974 $ -- 12 pp microf.

Describes the support mechanisms (learning center-type facilities) that are important in enabling the teacher to fulfill his role. In competency-based education the teacher's role is changed from that of a deliverer of information to that of a manager of learning.

Research/Projects

TECHNIQUES AND PROCEDURES FOR FORMATIVE EVALUATION
James Sanders
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1974 $3.00 46 pp soft cover TR

This is number two in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

TOWARDS A CONCEPTUAL MODEL OF LIFE-LONG EDUCATION
Parkyn, George W.
Unesco, write:
UNIPUB
Box 433
Murray Hill Station
New York, NY 10016
1973 $2.00 54 pp soft cover

This is the first study in a series of studies on educational structures consistent with the requirements of life-long education. It was proposed that each study should outline a possible model for a system based on the ideal of a continuous educational process throughout the lifetime of the learner.

THE TRAINING OF FUNCTIONAL LITERACY PERSONNEL, A PRACTICAL GUIDE
Unesco, Available from
UNIPUB
Box 433
Murray Hill Station
New York, New York 10016
1973 $6.00 104 pp pb

"The spread of the concept of functional literacy and the increasing number of projects and programmes based on that concept have created a need for the methods of training the personnel engaged in these activities to be made widely known. It is in answer to that need that the present work has been published." Operations discussed are global.

THE USE OF MULTIPLE STRATEGIES IN THE EVALUATION OF EXPERIENCE-BASED CAREER EDUCATION
Owens, Thomas R. and others
Northwest Regional Educational Laboratory
710 SW Second Avenue
Portland, OR 97204
1976 $2.50 30 pp soft cover TR

This is number nine in the Research, Evaluation and Development (RED) paper series published by the Northwest Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine is available for $17.00 from the address listed above.

THE USE OF STUDENT CASE STUDY METHODOLOGY IN PROGRAM EVALUATION
Harry L. Fehrenbacher, et al
Northwest Regional Educational Laboratory
710 SW second Avenue
Portland, OR 97204
1976 $2.50 32 pp soft cover TR

This is number ten in the Research, Evaluation and Development (RED) paper series published by the North west Regional Educational Laboratory. The series presents papers dealing with both theoretical and applied aspects of research, evaluation or program development. The series of nine* is available for $17.00 from the above address. * This title is No. 10, but No. 7 on our list was not included.

WHY TEACH THE HUMANITIES TO ADULT BASIC EDUCATION STUDENTS?
Mocker, Donald W. and Jones, William C., editors
Center for Resource Development in Adult Education
University of Missouri-Kansas City
Kansas City, Mo 64110
1975 $-- 36 pp soft cover

ABE and the humanities? The authors present the humanities as expressions of life, beauty, death, sorrow, joy, anger, understanding and all that is creative and emotional in human experience. A deficiency in education should not prevent ABE students from benefiting from the common heritage.

Staff Development

ADULT BASIC EDUCATION, A GUIDE FOR TEACHERS AND TEACHER TRAINERS
NAPCAE
1201 16th Street, NW
Washington, DC 20036
1966 $5.00 np plastic spiral

Written before competency-based adult ed became important in ABE programming. Designed to help train teachers choose wisely from an often confusing array of materials and to provide meaningful learning experiences. Material is brought together from 3 different workshops in different parts of the country to create a manual which is flexible, open to new ways and helpful to the teacher trainer and teacher, alike.

CBE WISE SERIES

Region X Adult Education Staff Development Program.
Northwest Regional Educational Laboratory
Office of Marketing and Dissemination
710 S.W. Second Avenue
Portland, Oregon 97204
1977 $? 169 pp plastic binding

Competency-based education workshop instruction and self education for adult educators is provided in this series of five books. Modules are single concept and self-instructional. Topics covered are: Improving Communications, Introduction to Competency-based Instruction, Planning Instruction for CBE/APL, Instructor CBE/APL Competencies, Mgement of CBE/APL Programs.

CREATIVE USE OF MATERIALS

Schroeder, Sheila, Coordinator
Adult & Extension Education
208 Bolton Hall
Texas A&M University
College Station, Texas 77843
1977 $48.00 multimedia kit

The purpose of this module is to assist the new teacher to demonstrate creative use of materials. The role of materials in adult education and criteria for evaluation of commercial and real-life materials are discussed. This is an important aspect in teaching for functional literacy. Kit contains slides in tray, cassette tape, looseleaf manual. Additional materials for group use available.

CLASSROOM STRATEGIES; A VIDEO TAPE BANK FOR ENGLISH AS A SECOND LANGUAGE AND ADULT BASIC EDUCATION

Contact Janet R. Hafner
Palomar College
San Marcos, California 92069
1977 $ -- packet of leaflets describing tapes

The leaflets describe 15 different 3/4" color video cassettes of different classroom approaches to teaching ESL and ABE. Tapes are self instructional, intended for teachers, paraprofessionals or volunteers. Each tape consists of an unrehearsed classroom demonstration of a selected technique; a narrative which provides step-by-step theoretical background for the demonstration; an in-studio interview with the demonstration teacher. Sample titles: Consumer Ed--Money Mgmt.; RMI--System for ABE Literacy; Coping Skills for ESL.

COMPETENCIES FOR ADULT EDUCATORS AND AN ASSESSMENT INVENTORY

Mann, Thomas W. and Burrichter, Arthur W.
Florida State Department of Education
Tallahassee, Florida 32304
1976 $? 33 pp soft cover TR

Androgogical competencies are identified and classified. A self-assessment inventory and a bibliography of training materials, which are based on the competencies, is included. The book can be an aid for designing programs which offer inservice competency-based instruction to adult educators.

COPING SKILLS

Searles, John E.
Pennsylvania State University
146 Chambers Building
University Park, PA 16802
1974 $? 47 pp plastic binding TR

This literary exposition on coping skills contains 2 sections. The first section describes the psychological searches that influence every adult. The second section explains what individuals must cope with and describes 5 particular coping skills.

COPING SKILLS CATEGORIES: AREAS OF INFORMATION NEED FOR DISADVANTAGED ADULTS

Appalachian Adult Education Center
Morehead State University
Morehead, Kentucky 40351
1974 $ -- 13 pp pam

This is simply a listing of subject areas in which most adults need information to cope effectively with the problems of everyday living. ABE teachers, and other persons concerned with ABE could use the list as a check sheet on which the individual client can indicate needs and interests; as an instrument for surveying the needs of disadvantaged adults in the community; as a tool for assessing the library's collection; and as a 'thesaurus' for materials.

DEVELOPING AND IMPLEMENTING A TEACHING TRAINING PROGRAM IN ABE, FINAL REPORT . . .

Department of Adult, Counseling, and Higher Education
Morehead State University
Morehead, Kentucky
1976 $ -- 22 pp +

The project consisted of 6 ABE teacher training programs. This report describes each program and each program's evaluation results. Programs described are: Paraprofessional in-service training program; Individualized instruction training program; ABE credit training; English as a second language training program for ABE teachers; Occupational/job related information training program for ABE teachers; and Comparative analysis of delivery systems. Appendices.

THE GUIDANCE FUNCTION AND COUNSELING ROLES IN AN ADULT EDUCATION PROGRAM

National Association for Public Continuing and Adult Education
1201 Sixteenth Street, N.W.
Washington, D.C. 20036
1978 $4.00 70 pp pam

It is imperative for staff members to develop the attitude that guidance is important in ABE, in order to provide adult learners with an opportunity to use the decision-making process more effectively. This guide is written to enable a person to describe the guidance function in an ABE program, list techniques and methods that work, determine what roles staff and community and the adult learner play in the guidance program.

HELPING ADULTS LEARN, A HANDBOOK FOR HOME INSTRUCTION PARAPROFESSIONALS IN ADULT BASIC EDUCATION

Appalachian Adult Education Center
Department of Adult, Counseling, and Higher Education
Morehead State University
Morehead, Kentucky
1975 $? soft cover TR

This handbook aids ABE program planners and paraprofessionals who serve the "stationary poor" in their homes. Recruiting, enrolling, instructing, and counseling clients are discussed. Materials are listed and recordkeeping is described. Aspects of the paraprofessional's role are included.

HELPING OTHERS LEARN; DESIGNING PROGRAMS FOR ADULTS

McLagan, Patricia A.
Business and Professional Division
Addison Wesley
Reading, Mass 01867
1978 $5.80 101 pp 8½x11 pb

"At last, a book of 'How-to's' for adult educators! Ms. McLagan has attempted to answer the question, 'Now that you've got 'em, how do you keep 'em?' and has . . . succeeded in a creatively presented, concise yet comprehensively useful work." (from review by Patricia Findlay in Adult Literacy & Basic Education, Vol 2:No 1, Spring, 1978) 'Catchy' graphics sometimes detract from the content, but the book has proved useful in planning recent staff development activities. Topics include: Hooking you in, Motivation, Info processing, and more.

HIP POCKET GUIDE TO PLANNING & EVALUATION and a TRAINER'S HANDBOOK

Craig, Dorothy P.
Learning Concepts
2501 N. Lamar
Austin, Texas 78705
1978 $42.95/set - 1, 8½"x11" pb; 1, 3 ring binder

The 'Guide' explains planning and evaluation processes and an overall problem-solving technique to apply to just about any situation or problem. The 'Handbook' outlines workshops for training participants (and can be used directly by them) in the use of concepts introduced in the 'Guide'. Suggested procedures are given for 6 workshop sessions. Agendas are provided. Developed for and used by, the U. of Michigan's School of Social Work Continuing Education program.

HOW TO TREAT THE ADULT ILLITERATE

Laubach, Frank
New Reader's Press
Box 131
Syracuse, NY 13210
nd $.12 7 pp leaflet TR

Laubach explains his philosophy of teaching adult illiterates. He states 14 fundamental differences between his philosophy and the philosophy generally taught in training colleges. He urges you to never say no to a student, to love your students, to not waste words or time with students, to let the student set his own pace and to radiate confidence.

IDENTIFYING COMMUNITY RESOURCES, Book 6

Skills for Adult Guidance Educators (SAGE) Series
Northwest Regional Educational Laboratory, but write:
Commercial-Educational Distributing Services
P.O. Box 3711
Portland, Oregon 97208
1975 $5.00 83 pp soft cover TR

This teacher package is designed to acquaint instructors with community resources and needs assessment techniques. Teachers are encouraged to interact with various community resources through site visitations. Teachers can begin assembling their own master directory which relates to their own community and can establish linkages between the community and educational institutions.

IMPROVING COMMUNICATIONS (CBE WISE Series)

Region X Adult Education Staff Development Program
Northwest Regional Educational Laboratory
Office of Marketing and Dissemination
710 S.W. Second Avenue
Portland, Oregon 97204
1977 $? 70 pp plastic binding

Communication is the key to a successful relationship between the learner and learning facilitator. This book is the first in a series of five on Competency-Based Education Workshop Instruction and Self Education. It contains a separate self-instructional module for each of the communication skills of paraphrasing, perception checking and feedback.

INDIVIDUALIZED STAFF DEVELOPMENT 309 PROJECT DISSEMINATION MANUAL

Forster, Jane C.
Write: Georgie Klevar, Coordinator
ABE, 309 Project Director
North East Area One School
North Center
Calmar, Iowa 52132
319--562-3263
1978 $ --

This is a replicable, individualized, training manual for ABE staff development.

INDIVIDUALIZING ACTIVITIES FOR TEACHING COPING SKILLS

Searles, John E. and Blue, Terry W.
Pennsylvania State University
146 Chambers Building
University Park, PA 16802
1975 $? 53 pp plastic spiral TR

This volume describes practices for individualizing instruction which are designed to teach coping skills. It focuses on individualization through the use of learning activity packages.

Staff Development

INSTRUCTIONAL MODULES: WHAT THEY ARE

College of Education
University of Texas at El Paso
El Paso, Texas 79968
nd $2.00 10 pp plastic spiral

Written for teacher use, this is an instructional module on Instructional Modules (IM's). The module takes about an hour to complete, after which each participant should be able to describe from memory, in writing, the purpose of an IM; list and describe from memory, in writing, the scope and sequence of the various parts of an IM. Many IM's based on APL objectives are available from a variety of sources. ABE teachers should know just what an IM is.

INSTRUCTOR CBE/APL COMPETENCIES (CBE WISE Series)

Region X Adult Education Staff Development Program
Northwest Regional Educational Laboratory
Office of Marketing and Dissemination
710 S.W. Second Avenue
Portland, Oregon 97204
1977 $? 79 pp plastic binding

Fourth in a five part series on 'Competency-Based Education Workshop Instruction and Self Education' for adult educators. Contains five separate self-instructional modules, one for each of the five APL Knowledge Areas. An activity using cards with each of the objectives which are sorted into their proper squares, is used to familiarize learners with APL goals and objectives.

INTRODUCTION TO COMPETENCY-BASED INSTRUCTION

Region X Adult Education Staff Development Program
Northwest Regional Educational Laboratory
Office of Marketing and Dissemination
710 S.W. Second Avenue
Portland, Oregon 97204
1977 $? 26 pp plastic binding

This is number two in the five part CBE WISE series. It contains a separate self-instructional module on each of three aspect of Competency-Based Education: the definition, elements of CBE and CBE resources. Designed for use by teachers of adults.

IOWA ADULT EDUCATION STAFF DEVELOPMENT PROJECT ANNUAL REPORT FOR FY 1976 AND PROJECTED ACTIVITIES FOR FY 1977

Smith, Douglas H.
Division of Evening Credit and Extension
College for Continuing Education
2700 University Avenue
Des Moines, Iowa 50311
1976 $-- 146 pp plastic spiral

Planning in action! Detailed account and actual records of the planning process is included. Advisory meetings, brochures, workshops and project activities are described. Also included, are the survey instrument for determining competencies for adult educators and the computer print out of the results.

MANAGEMENT OF CBE/APL PROGRAMS (CBE WISE Series)

Region X Adult Education Staff Development Program
Northwest Regional Educational Laboratory
Office of Marketing and Dissemination
710 S.W. Second Avenue
Portland, Oregon 97204
1977 $? 87 pp plastic binding

Last in a series of five books on 'Competency Based Education Workshop Instruction and Self Education' for adult educators. Contains a separate self-instructional module for 1) Policy development for a Life Skills Education Program; 2) Program procedures for a CBE/APL Program; and 3) Inter-intra program coordination for a CBE/APL Program.

NORTH DAKOTA'S ADULT EDUCATION COMMUNITY RELATIONS

Hassumani, Nuri, Project Director
Department of Business and Vocational Education
University of North Dakota
Grand Forks, ND 58202
(1977) $ -- 55 pp loosleaf TR

Contains helpful information and materials to build an effective community relations program of Adult Education. Primarily geared to suit the needs of small rural communities in North Dakota. Prepared promotional devices have been included in the packet so that the local director would simply have to "pull out" the materials from the packet for the school's promotional needs. The author emphasizes, however, that a good program is the core; promotion is supportive.

ORGANIZATIONAL MANAGEMENT HANDBOOK

Haendle, Connie
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
Syracuse, New York 13210
315--474-7039
1976 $4.00 99 pp soft cover ●

Written for use with LVA workshop participants, this handbook provides detailed procedures for initiating and maintaining a local volunteer tutorial organization. Many suggestions are applicable to regular ABE programs, staff intercommunication and support, recruiting, fund raising and accountability.

PLANNING INSTRUCTION FOR CBE/APL (CBE WISE Series)

Region X Adult Education Staff Development Program
Northwest Regional Educational Laboratory
Office of Marketing and Dissemination
710 S. W. Second Avenue
Portland, Oregon 97204
1977 $? 169 pp plastic binding

Third in a five part series on 'Competency-based Education Workshop Instruction and Self Education' for adult educators. Contains 4 separate self-instructional modules on 1) Developing Individualized CBE instructional materials; 2) Using the APL Survey; 3) Using other Criterion-Referenced Instruments; 4) Using Existing Instructional Materials and Integrating CBE/APL Into the Existing Curriculum.

RECRUITMENT AND RETENTION OF THE ADULT LEARNER
Walden, Bobbie, et al
Alabama State Department of Education, but write:
Mrs. Marian Nakashian
National Multimedia Center
National Adult Education Clearinghouse
Department of Adult Continuing Education
Montclair State College
Upper Montclair, New Jersey 07043
1975 $? 42 pp soft cover TR

The less motivated and highly illiterate have not, and will not, avail themselves of the opportunity to learn to read and write through the traditional ABE program. This handbook discusses the techniques used in Alabama for recruiting and retaining these adults.

A REPORT ON THE IDENTIFICATION, CLASSIFICATION, AND RANKING OF COMPETENCIES APPROPRIATE FOR ADULT BASIC EDUCATION TEACHERS
Mocker, Donald W.
Center for Resource Development in Adult Education
University of Missouri-Kansas City
School of Education
Kansas City, Missouri 64110
1974 $? 28 pp pam

The purpose of this report is to provide to the field of Adult Basic Education, a classification and ranking of competencies appropriate for ABE teachers. Competencies are classified and ranked in the areas of Knowledges, Behaviors and Attitudes.

A REPORT ON THE IDENTIFICATION, CLASSIFICATION AND RANKING OF COMPETENCIES APPROPRIATE FOR ABE TEACHERS
Mocker, Donald
Write: ERIC Center
Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58201
1974 $ -- 37 pp microf. TR

Several categories of competencies important to teaching ABE are given. Competencies within each category are listed in rank order. The North Dakota Department of Public instruction will provide a limited number of documents on microfiche as well as a limited number of xerox pages of EJ articles. Contact ERIC Center as indicated above for more info.

RETENTION AND FOLLOWUP OF ADULT STUDENTS, Book 10
Skills for Adult Guidance Educators (SAGE) Series
Northwest Regional Educational Laboratory, but write:
Commercial-Educational Distributing Services
P.O. Box 3711
Portland, Oregon 97208
1975 $5.40 99 pp soft cover TR

This workbook is a resource for adult education counselors and staff, and may be completed with a minimum of supervision. Teachers learn to prepare for writing long or short term follow up studies. They learn to actually write a report of the follow up study.

STAFF DEVELOPMENT: STAFF LIBERATION
Beegle, Charles W. and Edelfelt, Roy A.
Association for Supervision and Curriculum Development
1701 K St., N.W., Suite 1100
Washington, D.C. 20006
1977 $? 119 pp pb TR

The sixteen papers in this publication address themselves to a variety of ways of conceptualizing and organizing the staff improvement function.

A STUDY TO DETERMINE COMPETENCIES NEEDED BY ABE/APL TEACHERS
Mocker, Donald W. and Spear, George E.
Center for Resource Development in Adult Education
Continuing Education Services, School of Education
University of Missouri-Kansas City
Kansas City, MO 64110
1976 $? 46 pp not bound TR

The study lists critical competencies for teachers of ABE/APL, and tells how they were determined. The study is based on research originally done by Mocker (1974) and is an attempt to extend that work to the area of the APL project.

SUCCESS STORIES OF ADULT LEARNING IN AMERICA

National Advisory Council on Adult Education
425 13th Street, N.W.
Pennsylvania Building, Suite 323
Washington, D.C. 20004
1978 $ 24 pp 8½x11 pam

"This publication recounts some of the ways in which individuals have enriched their lives through adult education, and some of the ways in which our society has been improved by adult education." These human interest stories from all over the U.S. should help make your public awareness program, your efforts for tax dollars, a flesh and blood matter rather than a discussion of cold statistics.

A SYSTEMATIC APPROACH AND PROCEDURES INDIVIDUALIZING INSTRUCTION FOR THE APL CONCEPT
Mann, Thomas W.
The American College Testing Program
Iowa City, Iowa 52240
(1976) $ -- 18 pp self cover TR

Dr. Mann states, "This module seeks to present a model for implementing a systematic approach to individualizing instruction. It is not a teaching method but a procedure that accomodates (sic) many different instructional modes. The purpose, then, is to assist teachers of adults to improve their effectiveness of their instruction."

THE TEACHER AND THE ADULT LEARNER
Schroeder, Sheila, Coordinator
Adult & Extension Education
208 Bolton Hall
Texas A&M University
College Station, Texas 77843
1977 $38.00 multimedia kit

The purpose of this teacher trainer module is to help the new teacher become aware of basic considerations of adult learning and teaching such as: general characteristics of adults, implications of those characteristics for the teacher, and attributes of the successful adult education teacher. Kit contains: 80 slides in tray, cassette tape with audible and/or inaudible beeps, and loose leaf manual. Group use materials are available for an additional fee.

TEACHING THE DISADVANTAGED ADULT
Ulmer, Curtis
NAPCAE
1201 16th Street., NW
Washington, DC 20036
1969 $2.00 100 pp pb TR

A pre-APL book but helpful for new teachers. "Because the ABE teacher's background, more often than not, is quite different from that of his students, the teacher may find that he has a difficult time getting to know people who think so differently, act so differently, and live so differently. But learning will not take place until teacher and student know each other well enough to trust each other. And that is what this book is all about."

TRAINING SESSION IN ADULT BASIC EDUCATION
Finkel, Judith S.
Bucks County Community College
Newtown, PA
1976 $ -- 20 pp plastic binding TR

Those who want to know the why and how of teacher training in Adult Basic Education will find this a practical handbook. Discussions include: preservice focus, inservice focus, topical guide, organizational procedures, forms and resources.

TRAINING TEACHERS OF ADULTS: MODELS AND INNOVATIVE PROGRAMS (Occasional Papers, No. 46. CE 007199)
Grabowski, Stanley
Write: Publications in Continuing Education
Syracuse University
224 Huntington Hall
Syracuse, New York 13210
1976 $3.00 37 pp pb

"This paper reviews and analyzes the literature dealing with training teachers of adults. Existing exemplary training programs and practices are identified and described, enabling practitioners to choose alternative models and programs for practice.

TUTOR
Colvin, Ruth J. and Jane H. Root
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
Syracuse, New York 13210
315--474-7039
1972 $4.00 96 pp soft cover

This is a brief, but basic text for training tutors of adult basic reading. It is written for tutors with no teaching experience, but its explicit techniques also are useful to professional teachers." Used as a reference in LVA Basic Reading Workshops.

WORKSHOP LEADER'S HANDBOOK

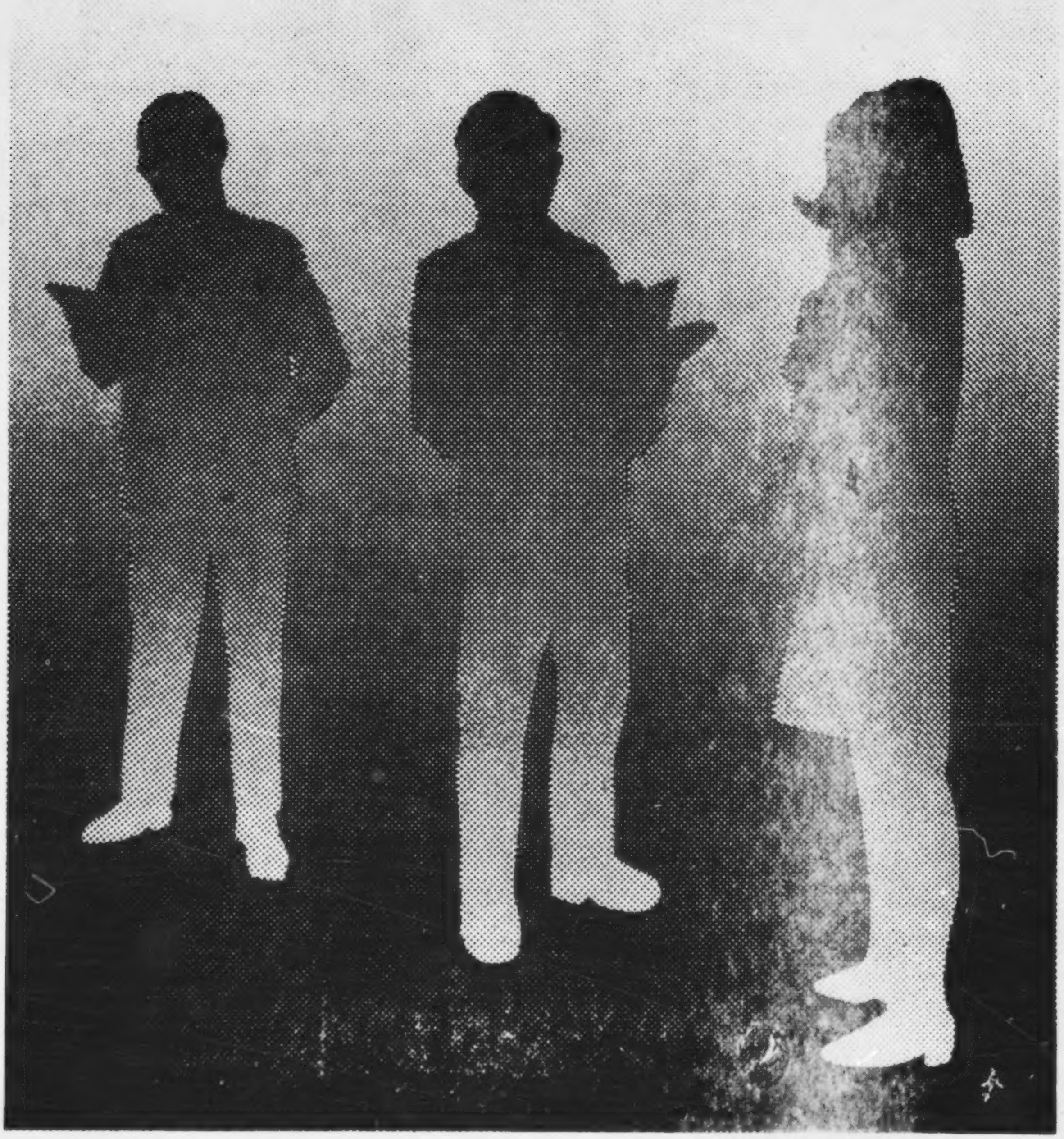
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
Syracuse, New York 13210
315--474-7039
1975 $4.00 47 pp + soft cover

This 'handbook' was written for LVA workshop participants and programs. It outlines "successful techniques for conducting tutor training workshops in adult basic reading and ESL, including effective use of practical demonstrations, audio-visual aids, time scheduling, and evaluating tutor competence." (quoted from LVA catalog.) Materials used are listed. Workshop leaders must have had LVA training.

YOU CAN BE A SUCCESSFUL TEACHER OF ADULTS
Langerman, Philip D., Editor
NAPCAE
1201 16th Street, NW
Washington, DC 20036
1974 $6.00 186 pp pb TR

Presented in a monograph series format, this book is an attempt to help the learning process become as meaningful as possible for students and teachers. Though theoretical aspects of adult learning are included, the book is largely a "how to" book which emphasizes the practical side of teaching adults. Readers are invited to test some of the ideas offered, to discover if they will work as well for themselves as they did for the outstanding teachers who wrote them.

Coping Skills



Communication
    Reading/Vocabulary

    Supplementary Reading Materials

    Writing/Speaking

    Listening (see Maintaining Mental Health)

Computation

12

Reading/Vocabulary

APL READING SERIES
Reiter, Irene M. and others
Cambridge Book Company
488 Madison Avenue
New York, NY 10022
1977 $5.00/book 110-186 pp 6-8 gr.

This APL Reading Series concentrates on developing student reading comprehension skills. It is designed so that upper level ABE students can learn practical reading and problem solving skills needed in everyday life situations. Clean appealing format. An excellent classroom material. Series of 4 soft cover worktexts.

ALL ABOUT THE HALL FAMILY
Mitchell, Eva
Frank E. Richards Publishing Co.
324 First Street
Liverpool, NY 13088
1970 $3.95 159 pp Beginning reading

Stories relate everyday activities of a worker and his family. Vocabulary is controlled. Vocabulary exercises and comprehension exercises are provided. Topics included deal with real life situations. Units 1-5 are on primer and 1st grade reading level. Units 6-10 are 2nd-3rd grade levels. (Annotation adapted from ABC's in APL) Student workbook.

ADULT EXERCISES IN READING
West, Ellen M.
Alachua County Adult Education Center
716 NW 10th Street
Gainsville, FL 32601
1976 $? 44 pp spiral bnd

Used with adult readers and non-readers in Gainsville. Through a state grant, this skills approach to teaching reading was developed. It includes phonics and word structure guidelines that apply at least 80% of the time, thus aiming at optimal utility for the student. The worktext is to be used as a supplemental source, reference source or clarifying agent for the student.

CLUES TO READING

Instructional Products, Corporation
2315 North Cotner
Lincoln, Nebraska 68507
1972 $7.50/3 magazines, tchrs man. extra 80 pp

"An excellent program! Adults especially like the format of the reading materials and some of the stories in particular. I would have used it more if the cassette had accompanied the material. . . . It is an individualized program for students who have not mastered their primary-grade reading skills. Clues teaches student how to translate print back into speech--back into sounds that have meaning." (From, Demonstration: BL Students in Level I Progress Better with Special Method and Materials, by Jane B. Sellen.)

COMMUNICATIONS 1, 2 and 3
Bauer, Josephine
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1965 $2.25/book 90-107 pp 0-6 gr.

The soft covered workbooks in this series of 3, were first developed for the armed forces. They are designed to raise the nonreader to a level of functional literacy in as short a time as possible without neglecting any fundamental principles. Also used in ESL programs, Communications uses applied linguistics to teach writing, spelling and basic English to older students. Large print, clear, adult-looking format.

EVERYDAY ENGLISH & BASIC WORD LIST FOR ADULTS
Cass, Angelica W.
Noble and Noble Publishers, Inc.
1 Dag Hammarskjold Plaza
New York, NY 10017
1960 $1.29 59 pp PB 4th gr.

Each lesson includes new vocabulary centered around a theme such as using the dictionary, buying curtains, writing letters, basic health or family situations. Past and present tenses of simple verbs are studied, as are names of days, coins, cursive alphabet and essential road signs. An "essential word list" for adults is found at the back of the book. Useful for reading, writing, spelling and conversation. (Annotation adapted from ABC's in APL.)

EVERYDAY READING AND WRITING
Laubach, Frank C., et al
New Readers Press
P.O. Box 131
Syracuse, New York 13210
1976 $4.75 272 pp soft cover 6.4

The student who has mastered the mechanics of reading is now confronted with a vast array of reading material. The new reader is introduced to items that he is most likely to need and use in daily life. 14 subject areas are covered. Lessons explain why each topic is important and guide the reader in how to use each. Review exercises and homework reinforce the skills taught. There are 48 lessons in all. (Annotation adapted from NRP catalog.)

FROM PICTURES TO PASSAGES, BUILDING SKILLS IN READING COMPREHENSION
Evanson, Jane L.
Contemporary Books, Inc.
180 North Michigan Avenue
Chicago, Illinois 60601
1978 $3.00 215 pp 8½x11 pb

Addressed to the adult learner, this book is designed to use the skills adults have already developed to build their reading comprehension ability. Adults begin by looking at pictures, locating the main idea and supporting details. From there, they go on to reading selections. A reading skills preview--evaluation chart is provided. Study pages are given for questions students missed. A fresh approach to self-directed learning of reading comprehension skills.

NEW READING SKILLS PRACTICE PAD

Reader's Digest Services, Inc.
Educational Division
Pleasantville, New York 10570
1973 $1.76-$1.92 pre Booklet

This series of 6 workbooks, each with a teacher's guide, supplements basic reading programs. 'Pads' can be used with individuals or by a group to provide exercises for remedial reading. Skills include: word analysis and comprehension, phonics, word structure, contextual application, inductive exercises, content area readings, essential library skills, vocabulary, explicit directions. (Annotation adapted from Demonstration: ABE Students in Level I Progress Better . . . by Jane B. Sellen.)

NEW STREAMLINED ENGLISH SERIES

New Readers Press
Box 131
Syracuse, NY 13210

This 'Laubach Method' was designed to teach adult English speakers to read. Laubach uses sound-symbol association through the use of pictures with letters superimposed on them. Five skill books and teachers manuals, correlated readers, controlled supplementary reading material, and teaching aids comprise the materials used for teaching the student -- and cost about $40. Teacher training and demonstration materials are available. This method employs a strictly individualized teaching approach.

THE PERCEPTION OF MEANING: FROM ALPHABET TO STANDARD ENGLISH
Hall, William H.
The Perception Press
7478 Walling Lane
Dallas, Texas 75231
1976 $? 137 pp soft cover

This volume presents a program for teaching high school students and adult illiterates to read and write. Teaching is done on a one-to-one basis. Reading is taught through phonetic rhymes. The student learns to extricate the sound from the spelling as he 'decodes' written language. Writing is considered to be inseparable from reading skills and "should be taught as such".

PHOENIX READING SERIES

Prentice-Hall, Inc.
999 East Touhy Avenue
Des Plaines, Illinois 60018
1974 $1.26/Photo Reader, $1.05/Action Rdr., $8.79/TG

This series is a reading 'program' designed for children who have reached the middle grades without learning to read. Content is acceptable to adults. There are five readers on each of 3 levels. They are photographic in format and are accompanied by instructional 'Action Readers.' The subjects are unconventional and deal with human interest stories. Test masters and spirit duplicator masters are available. Teacher's guide. (Annotation adapted from Demonstration: ABE Students in Level I Progress Better . . ., by Jane B. Sellen.)

READ ON!
Root, Jane H.
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
700 East Water Street
Syracuse, New York 13210
315--474-7039
1976 $40.00/set 10 readers, 10 wkbks 0-5 gr.

In this reading system the student is guided by a tutor who follows instructions printed on each left hand page. In the stories, on right hand pages, boxed words which have been studied previously are read by the student. The tutor reads unknown words. Workbooks provide practice on specific skills. Well field tested. Survival vocabulary is integrated into text.

READING FOR LIFE
Mrs. Sherry Royce
Cambridge
488 Madison Avenue
New York, N.Y. 10022
1978 $3.85 list/$2.81 net 92 pp soft cover 0-3 gr.

First in a series of three, this workbook teaches survival words as recognition vocabulary, initial digraph and consonant sounds, phonograms, and final consonant sounds. Beginning language usage is introduced in the context of the five APL areas.

READING FOR SURVIVAL
Reiter, Irene M. and others
Cambridge Book Company
488 Madison Avenue
New York, NY 10022
1977 $5.00/book 192 pp ea. upper level ABE

The four titles in this series are: Reading Competence, Reading Improvement, Reading Performance, and Reading Achievement. These student workbooks offer sequential-reading skills development in the context of knowledge needed for daily survival in today's world. Objectives of each lesson are stated; reading and life skills involved are identified; pre-, post, and unit tests are included; answers and explanations are provided. Format is clean, clear, interesting, appealing.

Reading/Vocabulary

THE READING LINE
Reiter, Irene M.
Cambridge Book Company
488 Madison Avenue
New York, NY 10022
1972 $4.88 list/$2.93 net 075 pp stapled 2ndary

Teachers who are not "reading" teachers can use these consumable workbooks with their course content to help students refine critical basic reading skills which go beyond mere recall and vocabulary study. The books parallel subject matter taught in vocational/technical, social studies, science, math and English classes respectively. Each contain a student handbook explaining important reading concepts and a section of exercises for practice. Teachers manual. To be used with Why Can't They Read It?

STECK-VAUGHN ADULT READING PROGRAM
Dauzat, Sam, et al
Steck-Vaughn Company
807 Brazos
P.O. Box 2028
Austin, Texas 78768
1977 $198.00/pkg 1 $169/pkg 2 Reading system

Includes workbooks, cassette tapes, file box and teachers manual. Divided into two levels: 0-4 and 5-8 grade. The system concentrates on phonics, structural analysis and comprehension. Life-coping skills are emphasized. Tests for student diagnosis and prescription are included. Student workbooks are programmed and can be used with cassettes for independent learning.

SURVIVAL READING TASK CARDS
Wheatley, Paula
Teachers Exchange of San Francisco
600-35th Avenue
San Francisco, California 94121
1976 $4.00 34 laminated cards gr. 4-6

On each card a task is presented to the learner. The tasks are designed to be used to introduce a new skill or reinforce those previously taught, and to serve as a starting point in involving students with survival reading. Locating references, using information, following directions, and filling out forms are emphasized. A card of 'Introduction' for the teacher is included. Colorful, flexible. Used by the Clovis Adult School in Clovis, California.

Supplementary Reading Materials

ALASKA IS MY HOME
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $1.00 17 pp stapled

This reader correlates closely with lessons 7-12 in Skill Book 1 of the New Streamlined English Series. The subject matter is similar to Skill Book 1 also, with the addition of writing letters and an illustration of the correct way to address an envelope. Excellent; interestingly written for such basal vocabulary.

BEAR HUG IN THE SKY
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.75 4 pp stapled

The Heimlich Maneuver is described in vocabulary based on the New Streamlined English Series, through Skill Book 3 and New Ways: Mrs. Greene sees that the man beside her on the plane is choking. She puts her arms around him. She puts her fist just under the man's ribs. She covers her fist with her other hand. Then she gives the man a hard bear hug. At the same time she lifts in and up with her hands. It is over. The plan flies on like nothing had happened.

A BIG 10-4, GOOD BUDDY
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.75 26 pp stapled

Bob, a novice, visits his Good Buddy Dan. Together they work through the big words used for CB 'junk.' Bob acquires the requisite equipment, vernacular and handle. Plain old Bob metamorphoses into 'King Fish,' a real 'gone man,' in danger of becoming a 'ratchetjaw.' Story segments are correlated with the New Streamlined English Series, Skill Book 2, lessons 6-15 but are excellent supplementary reading for new readers regardless of the teaching system used.

A BIRTH IN ARCTIC VILLAGE
Gray, Margaret
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1976 $.50 16 pp stapled

The nurse and three friends help at a birth. The nurse is worried. Things do not look right. The baby comes. The mother still hurts. What can be happening? Can it be another baby? Yes! The birth of an Indian baby is like a gift to the family and the village. Arctic village has two gifts this time. Vocabulary is based on the New Streamlined English Series, through Skill Book 2. Excellent supplemental reading which can be used with any reading system.

"BREAKER ONE NINE, YOU GOT A COPY?"
Kirtland, William
Readerman
P.O. Box 8942
Boise, Idaho 83707
1977 $4.50 70 pp soft cover

This delightful volume contains C.B. radio plays and activities for the elementary and junior high school student. The language and activities would be very adaptable and fun for ABE students.

ENCOUNTER, A BASIC READER
Pimsleur, Paul and Berger, Donald
Harcourt, Brace, Jovanovich, Inc.
757 Third Avenue
New York, NY 10017
1974 $? 205 pp pb

Journalistic articles were simplified and arranged so students can improve English reading skills, so they can become familiar with reading American magazines and newspapers, and to help them toward reading fluency. The basic vocabulary consists of 1,418 words with occasional, less common words defined in the margin. Exercises following the articles stress vocabulary, grammar, and comprehension. Many photos. Recommended by Peggy Rodriquez, Latin American Family Education Program.

FIVE DOG NIGHT
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.50 13 pp stapled

Their plane crashed. It was 50 below. An old man came to the door of the cabin. He half carried them to bed. Naked! Then he went out and got 5 of his sled dogs. He put the dogs in bed with the two men. Yes, he did! It was wild but at 50 below it is a five dog night. This Yukon misadventure is told in vocabulary used through Skill Book 3 of the New Streamlined English Series and is excellent supplemental reading regardless of the reading system utilized.

FOLLOWING PRINTED DIRECTIONS

Special Service Supply
Box 705
Huntington, New York 11743
1972 $1.65 38 pp soft cover ABE

Reading comprehension, concentration abilities, and efficiency in following printed directions are practiced by students using this consumable workbook. Step by step directions are given for manipulating symbols, word codes and basic math computations. Could be used with mid or upper level ABE students.

HUGGING IS LOVING
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.75 10 pp stapled

Babies yell because they are afraid. They yell because they need things. Children need love. Love is a gift parents can give. Hugs, kisses, and laughs are gifts of love. Hugging is loving. The demands and joys of parenting small children are described in vocabulary used through Skill book 2 and City Living in the New Streamlined English Series. Excellent supplemental reading for the new reader, regardless of teaching system used.

INFORMATION READING SERIES Levels A, B, C, and D
O'Donnell, Michael P. and Snow, Susanne
"Right to Read" Center, School of Education
University of Maine Portland-Gorham
Gorham, Maine 04038
nd $1.25 ea. 41-74 pp stapled

This series was written to provide adult basic ed students with practical and useful reading fare as well as a means of learning basic reading skills. Levels A, B, C, and D refer to readability designations, beginning with A at the first reader level. The topics were generated from an interest study of under-educated adults in 7 Maine community-based Right to Read sites. Excellent for beginning readers. Each passage is followed by comprehension questions.

LABEL TALK
Greatsinger, Calvin
New Reader's Press
Box 131
Syracuse, NY 13210
1976 $1.50 64 pp soft cover 4 gr.

This is Unit 3 in the "Practice in Survival Reading" series. 25 different labels are pictured and accompanied by 10 questions which call upon 3 levels of reading comprehension skills. Words above 4th grade reading level are listed in the back of the book and should be pre-taught. Students can work independently.

THE MANY EARS OF CITIZENS BAND RADIOS
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.75 44 pp stapled

Earthquake, flood, tornado! Getting a license. Buzz words. Ms. Keller has a knack for keeping the reader eager for each 'next page.' Based in part on vocabulary introduced in her 10-4 Good Buddy (annotated elsewhere) and on the New Streamlined English Skill Bk. 2, new vocabulary is discussed in context of the topic. CB lore is well laced with gripping tales of CBers on the road. Each chapter correlates with one of the lessons in NSE Skill Bk 3 but would be excellent supplementary reading regardless of the system used.

PACEMAKER CLASSICS

Fearon Press
6 Davis Drive
Belmont, CA 94002
1978 $18.24/set of 8 pb Gr. 3 or lower

Enjoyable reading for students who want supplementary reading and who want to begin sharing the literary tradition that other readers have experienced. Guides are provided, which include a synopsis of the book, its characters, and a note about the author. Teaching suggestions, questions for study, and vocabulary words are given. Titles include: Last of the Mohicans, Two Years Before the Mast, Robinson Crusoe, The Moonstone, Treasure Island, A Tale of Two Cities, The Jungle Book, and 20,000 Leagues Under the Sea.

PAT KING'S FAMILY
McFall, Karen
New Readers Press
P.O. Box 131,
Syracuse, NY 13210
1977 $1.50 64 pp pam

Written as a correlated reader to the New Streamlined English Series, this novel uses the cumulative word list of the first two skill books and their readers. New words are listed at the bottom of the page on which they first appear. Pat King's husband is not ready for a family. He leaves Pat many times. Finally Pat realizes she must get and keep a job. She meets and makes new friends. She realizes that, "I will have some bad days and some happy days. But I will carry on. My family and I will be happy." Supplementary reading.

READ THE LABEL Circular HE-165
Overby, Dorothy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 3 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

READER'S DIGEST ADULT READERS

Reader's Digest Services, Inc.
Educational Division
Pleasantville, New York 10570
1965 $.39/book series of 12 pams gr. 1-4

Each of these supplementary adult readers is 32 pages long. Grade level is indicated with a symbol on the front cover. Exercises are included. Some titles: A Race to Remember, Mystery of the Mountains, Guides to High Adventure, Santa Fe Traders, Men who Dare the Sea, I Fell 18,000 Feet, Workers in the Sky.

THE UPS AND DOWNS OF A PIKES PEAK PEANUT PUSHER
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.50 3 pp Stapled

Bottoms up! One man pushed a peanut to the top of Pike's Peak. He started at the bottom and went up. His nose was down and his bottom was up. He kept his eyes on the peanut at the end of his nose. When he made it he was happy. He kissed the peanut and laughed He was happy . . . and cross-eyed. Based on vocabulary in Skill Book 2 and City Living of the New Streamlined English Series. Delightful supplementary reading, regardless of the teaching system used.

WHEN I THINK OF YOU
Isaacs, Vera G.
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
(nd) $.50 4 pp not bound

Everyone has feelings. In this charming folder of pages, loneliness is poetically acknowledged and accepted. "Trying to forget you/ I feel great/ pain./ Only when I remember/ have I felt/ peace./ . . .For what right/ do I have/ to forget someone/ who gave me/ both fun and beauty." The vocabulary source was the New Streamlined English Series, Skill Books 1-3 and their supplementary reader, New Ways.

YELLING GETS A BABY STRONG
Keller, Rosanne
Literacy Council of Alaska
916 Third Avenue
Fairbanks, Alaska 99701
1977 $.50 9 pp stapled

Lil and Bob have a traumatic day. Ann consoles Lil with a cup of coffee, sagely explaining, "A baby yells. The mother is hurt. The father is hurt. The baby is not hurt. A baby is not bad. A baby is a baby. Yelling gets a baby strong." The baby stops yelling, Bob capitulates, Lil gets patted. As for the baby - it kicks and kicks. Nine pages of supplementary reading correlate with Skill book 1 of the New Streamlined English Series and are excellent, regardless of the teaching system used.

FIRST YEAR OF MARRIAGE

Channing L. Bete
45 Federal Street
Greenfield, Mass. 01301
1977 $.25 7 pp pam

Writing job resumes, job applications, leasing agreements, budgeting for food and household items are covered and actual forms are included.

FORMS IN YOUR FUTURE

Goltry, M.
Learning Trends, Division of Globe Book Co.
175 Fifth Avenue
New York, NY 10010
1975 $? 109 pp soft cover 4-5 gr.

To help remove some of the fears that adults have in new situations, they practice filling out forms encountered in everyday life. A fact sheet helps adults gather general information often requested on various forms. Tear sheets are punched for 3-hole notebooks so students can use their data for reference. 24 different types of forms are presented, along with explanations, hints & vocabulary words. Accompanied by a teacher's guide.

FUNDAMENTAL FORMS SKILLTEXT

Special Service Supply
Box 705
Huntington, New York 11743
1976 $1.50 33 pp soft cover ABE

Everyday living requires students to be familiar with, and be able to complete, numerous types of forms. The collection of reproduced forms in this workbook includes those for writing a check, purchasing a car, applying for a loan, and many others. Useful for all APL knowledge areas. Can be used with mid-level ABE students.

HOW TO FILL OUT APPLICATION FORMS Manual A and B

Ellis, Ethan and others
Hobbs, Dorman and Co., Inc.
52 Vanderbilt Avenue
New York, NY 10017
1966 $1.60 40 pp ea. soft cover

These two manuals contain simulated application forms that students practice filling out. Explanations are provided. Manual B treats the more difficult types of applications and bits of information required on forms. The Final Review in each book takes the form of a personal data sheet that students can refer to when a future need arises. Teacher direction may be needed, but readability is not applicable since the books contain forms.

HOW TO READ AND WRITE BUSINESS LETTERS

Laubach, Frank C.; Kirk, Elizabeth and Laubach, Robert S.
New Readers Press
Box 131
Syracuse, NY 13210
1971 $.50 24 pp self cover @ 9th gr.

This booklet contains three lessons: how to write a business letter, letters of application and other kinds of business letters. Each lesson is followed by skill exercises and activity page for reinforcement.

IMPROVING YOUR HANDWRITING

Townsend, Rebecca Mae
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1978 $1.65 64 pp soft cover gr. 4-8

The purpose of this book is to help adults write legibly. Imaginary lines are used to teach letter formation and size. Letters are taught in their natural order, according to beginning strokes. Space is provided for practice.

LANGUAGE IN DAILY LIVING

Bryant, Nerissa Bell and Hedgepeth, Loy
Steck-Vaughn Company
807 Brazos
P.O. Box 2028
Austin, Texas 78768
1978 $1.56/book 70-100 pp stapled

Grammar skills are applied to the five APL knowledge areas in this series of four workbooks designed to teach language skills and life-coping skills to the mature learner. Ms. Bryant is the Staff Consultant for the APL Project at Louisiana Tech and the materials were field-tested at the NE Louisiana Learning Center in Monroe, Louisiana. Exercises are self-checking for independent study. Excellent for level II ABE or for GED students.

LETTERS AND ANNOUNCEMENTS - Your Personal Business Unit 2

Cook, Cheri
New Reader's Press
Box 131
Syracuse, NY 13210
1975 $1.50 64 pp soft cover 4-5 gr.

This is Unit 2 in "Your Personal Business" series. Lessons deal with personal and business letters, invitations, special notes, public announcements and job application letters. Exercises provide practice in using the skills discussed. How-to tips and samples are given as guidelines. This is a consumable workbook.

Writing/Speaking

SPELLBOUND
Rak, Elsie T.
Educators Publishing Service, Inc.
75 Moulton Street
Cambridge, MA 02138
1977 $5.39/student & teacher's 134 pp

"Spellbound is a spelling program designed to support a reading program. A phonetic approach to reading is of the utmost value in teaching greatly retarded readers. The phonetic system used in conjunction with this speller is the Gillingham set of phonograms." (From Demonstration: ABE Students in Level 1 Progress Better with Special Methods and Materials, by Jane B. Sellen. She includes this title in a minimal list of materials which can provide a successful reading program to adults with low reading levels.)

SPELLING DICTATION SKILL TEXT Part A and Part B

Special Service Supply
Box 705
Huntington, New York 11743
1968-69 $2.50 ea. 104 pp ea. ABE

Five-hundred spelling words derived from work-study, community living, and home management courses are contained in each 'Part'. Words are presented 10 at a time, followed by 10 sentences using those words. Space is provided for practicing each new word, for developing your own sentence using each word, and for practice quizes.

SPELLING STEPS
Bailey, Mildred Hart
Steck-Vaughn
807 Brazos
P.O. Box 2028
Austin, Texas 78768
1978 $1.47 @80 pp stapled

"The three book spelling program is based on a careful plan for teaching spelling skills to students. Words are selected from an analysis of adult reading materials collected from newspapers, magazines, etc. Each book relates closely to reading skills: Book 1 - 3-4 gr; book 2 - 4-6 gr; book 3 - 6-8 gr. Format is self-checking so teacher is free to work closely on an individualized basis, or to provide minimal assistance depending on student need. Excellent for ABE.

TALKING LETTERS
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

TIPS ON ADDRESSING ENVELOPES
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

WRITING FOR PRACTICAL RESULTS

Portland Community College
Adult Basic Education Department
Portland, Oregon
nd $ -- 58 pp looseleaf

This unpublished (I believe) item is designed to be a set of worksheets that the student can keep in a notebook. Students can overcome their reluctance to write by easing into simple exercises, then sentences, etc. Capital letters and end punctuation are included. Sentence structure, rather than the mechanics, is stressed. Objectives are given. Worksheets consist of instructions, exercises, and blanks to fill in.

Computation

ACQUIRING ARITHMETIC SKILLS
The Learning Skills Series: Arithmetic
Hunter, William F. and LaFollette, Pauline L.
McGraw-Hill, Webster Division
28th Floor, 1221 Avenue of the Americas
New York, NY 10020
1976 $3.54 188 pp soft cover

The title is first in a series of four consumable workbooks. A clinical psychologist and a special ed teacher wrote the series to reinforce basic arithmetic skills with students at all ability levels. Useful for teaching functional competencies involving computation at low skill levels. Teacher's manual for the series is available.

Computation

ALGEBRA
Shea, James T.
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1975 $1.95 160 pp soft cover

One skill at a time is explained and examples given. Ample practice for each skill is provided. Emphasis is on the use of equations in practical problems. Mastery test is provided

ARITHMETIC SKILL TEST FOR DAILY LIVING

Special Service Supply
Box 705
Huntington, NY 11743
1967 $2.50 ea. part @100 pp softcover 3 gr.

These materials were developed to increase student independence in daily arithmetical computations while at the same time encouraging individual reference skills essential to basic economics. The books depict actual ads found in various media and relates these ads to arithmetic problems.

BASIC AND APPLIED ARITHMETIC FOR ADULT STUDENTS
Kulm, Gerald and Campbell, Patricia
Patricia F. Campbell, Project Director
"Evaluation and Dissemination of Instructional Modules for Consumer Arithmetic"
Mathematical Sciences Building
Purdue University
West Lafayette, Indiana 47907
1977 $? 205 pp 8½x11 soft cover

Takes students through fractions, percents, formulas, graphs and tables, averages and measurement. Includes prerequisite basics.

BASIC ESSENTIALS OF MATH Part 2
Shea, James T.
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1975 $1.56 96 pp soft cover 5-9 gr.

Part 2 includes a study of percent, measurement, ratio and proportion, and simple algebraic equations. The book contains clear explanations, sample problems, many exercises and reviews and progress tests.

BUILDING ARITHMETIC SKILLS
The Learning Skills Series: Arithmetic
Hunter, William F. and LaFollette, Pauline L.
McGraw-Hill, Webster Division
28th Floor, 1221 Avenue of the Americas
New York, NY 10020
1976 $3.54 188 pp soft cover ABE

The title is 2nd in a series of 4 consumable work-texts. A clinical psychologist and a special ed teacher wrote the series to reinforce basic arithmetic skills with students at all ability levels. Useful for teaching functional competencies involving computation. Teacher's manual for the series is available.

CONTINUING ARITHMETIC SKILLS
The Learning Skills Series: Arithmetic
Hunter, William F. and LaFollette, Pauline L.
McGraw-Hill, Webster Division
28th Floor, 1221 Avenue of the Americas
New York, NY 10020
1976 $3.54 188 pp soft cover ABE

The title is 3rd in a series of 4 consumable work-texts. A clinical psychologist and a special ed teacher wrote the series to reinforce basic arithmetic skills with students at all ability levels. Useful for teaching functional competencies involving computation. Teacher's manual for the series is available.

DIRECTING ARITHMETIC SKILLS
The Learning Skills Series: Arithmetic
Hunter, William F. and LaFollette, Pauline L.
McGraw-Hill, Webster Division
28th Floor, 1221 Avenue of the Americas
New York, NY 10020
1976 $3.54 188 pp soft cover ABE

The title is last in a series of 4 consumable work-texts A clinical psychologist and a special ed teacher wrote the series to reinforce basic arithmetic skills with students at all ability levels. Useful for teaching functional competencies involving computation. Teacher's manual for the series is available.

FIGURE IT OUT Books 1 and 2
Wallace, Mary C.
Follett Publishing Company
1010 W. Washington Blvd.
Chicago, IL 60607
1971 $1.32/book 71-80 pp beginning ABE
$4.59/instructor's book

These soft cover workbooks were designed to enable students to apply the principles of arithmetic to their daily living. Book 1 involves addition, subtraction, multiplication, division and how to work with money and measurements. Book 2 reviews these processes and goes on to fractions, decimals, rounding off and estimating.

HOW TO USE AND OPERATE A POCKET CALCULATOR

Interpretive Education Division of Illinois
  Envelope Company
400 Bryant Street
Kalamazoo, Michigan 49001
1977 $19.95 kit all ABE levels

The filmstrip and cassette are intended to be used either in group or individual situations. Teacher's manual provides discussion topics, words to introduce, related activities and projects. Some of the student outcomes should include understanding what pocket calculators are and how they work, knowing how to care for one, how to do simple arithmetic on the calculator, and how calculators can help.

THE LEARNING SKILLS SERIES: Books A, B, C, and D

Hunter, William F. and LaFollette, Pauline
McGraw-Hill Book Company, Webster Division
28th Floor
1221 Avenue of the Americas
New York, New York 10020
1976 $3.54 ea. 188 pp ea.

Arithmetic skills are related to practical knowledge needed to get along in everyday life in each of these workbooks. Each one is designed for a specific level of ability and contains no reference to grade level.

MATHEMATICS FOR ADULT LIVING

Parsky, Larry M.
Mafex Associates, Inc.
90 Cherry Street
Johnstown, Pa 15902
1971 $3.25 190 pp soft cover

Information and exercises enable students to practice the skills and acquire the knowledge necessary to use a charge card intelligently, to use and understand payroll time cards, to make change, to use a banking and savings account. Vocabulary words are given, charts, forms, and problems are provided in abundance. Useful for ABE with its adult-looking format. Teacher's edition available ($5.50).

MATHEMATICS FOR EVERYDAY LIVING

Parsky, Larry M.
Mafex Associates, Inc.
90 Cherry Street
Johnstown, Pa 15902
1969 $3.50 252 pp soft cover

Informational reading passages, forms, charts, exercises and problems help students learn about: using sales tax; working in a restaurant; using a savings account; using a checking account; using a payroll time card; figuring out the total cost; filling out a sales slip; and using sales tax charts. Unit tests and glossaries are included. Written for educable mentally handicapped, but suitable for ABE. A 252 pp teacher's edition is available for $5.50.

MATHEMATICS IN DAILY LIVING

Bryant, Nerissa Bell and Hedgepeth, Loy
Steck-Vaughn Company
807 Brazos
P.O. Box 2028
Austin, Texas 78768
1978 $1.80 100-150 pp stapled

Computation skills are applied to APL knowledge areas in this series of four worktexts, only two of which are available at present. The others will be available after August, '78. Ms. Bryant is the Staff Consultant for the APL Project at Louisiana Tech University and the materials were field tested at the NE Louisiana Learning Center in Monroe. Exercises are self-checking for independent study.

MATHEMATICS IN LIVING BOOK ONE: BUYING

Weiland, Robert G. and Woytek, Steve J.
Pruett Press, Inc.
3235 Prairie Ave., Box 1560
Boulder, CO 80302
1970 $? 139 pp soft cover

Computation skills are taught in the following contexts: Making change, Sales slips, Comparing prices, Buying in fractional quantities, Installment buying, Figuring the cost per item, and a review. The workbook is full of practice problems, charts to fill in, story problems, and practical exercises.

PROGRAMMED BUSINESS MATHEMATICS Books 1, 2, and 3

Huffman, Harry
McGraw-Hill Gregg Division
1221 Avenue of the Americas
New York, NY 10020
1976 $? 180-247 pp soft cover TR

Book 1 in this series of student workbooks, covers the fundamentals of whole numbers, fractions and decimals; equations, formulas and percents; and practical applications of math fundamentals. Books 2 and 3 deal with other aspects of practical business such as interest, insurance, payroll, taxes, etc. Students can skip topics in which they are proficient. Pre- and post-tests are provided for student use in checking progress and determining weaknesses.

STEIN'S REFRESHER MATHEMATICS

Stein, Edwin I.
Allyn and Bacon
470 Atlantic Avenue
Boston, MA 02210
1974 $5.95 659 pp hardcover 7 gr.

This is a refresher or remedial textbook in general math with emphasis on arithmetic and consumer applications (the last 60 pages are devoted to practical applications). It could be used for individual assignments correlated to an APL objective and student need. Reading level could be modified for ABE use.

STEPS TO MATHEMATICS Book 2

Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1975 $1.44 60 pp soft cover 3-4 gr.

Basic concepts of the number system are presented. Practice in using addition, subtraction, multiplication, and division involving whole numbers is provided through drill problems and story problems. Students fill in the answer blanks in this workbook.

SUCCESS IN ALGEBRA Book 1, Book 2, Book 3

Glenn, Euel D. and Wiltsie, David H.
Motivation Development, Inc.
P.O. Box 427
Bishop, California 93514
1974 $.50/bklet; $2.75/set of 3

This series of 3 booklets is a continuation of the *Success in Mathematics* series (see index). Each module is designed for self-paced, self-directed learning and includes a pre-test, problems, exercises, answers and instructions. Book 1 includes equations and negative numbers; Book 2 covers formulas and algebraic operations; Book 3 includes units of measure and practical physics. Excellent for use in ABE.

SUCCESS IN MATHEMATICS Part I, Part 2

Glenn, Euel D. and Wiltsie, David
Motivation Development, Inc.
P.O. Box 427
Bishop, California 93514
1976 $.25/bklet or $4.50/Pt. 1; $3.25/pt 2

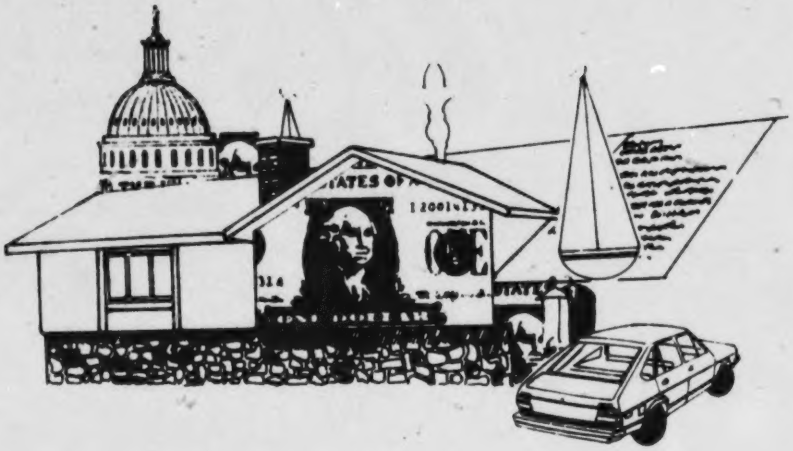
Each booklet in this modular series is 16 pages long. There are 13 modules in Pt. 1, 7 in Pt. 2. Teacher's Manual, an Exam Book and an Answer Book accompanies each Part. Self-paced, self directed learning is encouraged and the booklets are addressed to the student. Each workbook covers a single topic from Place Values and Numbers to Percent; from Geometry--Symbols and Elements to Statistics. A pre-test is included along with instructions for 'testing out' of mastered material. Used by the Clovis Adult School in Clovis, California.

WORKING WITH NUMBERS, REFRESHER BOOK

Shea, James T.
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1974 $1.95 160 pp soft cover

Skills approach to mastering fundamental skills with whole numbers, using fractions, using decimals, using percents, solving problems with formulas; using ratio, proportion, and simple equations. This workbook presents the concept, gives examples then provides practice in using the concepts. One topic, process or skill is taken up at a time and the specific skill is not put in context with any unrelated work. Mastery tests provided.

Coping Content Areas



Community Resources
  Community Agencies
  Information Resources
  Recreation
  Transportation

Consumer Economics
  Autos
  Banking
  Budgets and Personal Finance
  Clothing
  Consumer Protection and Responsibility
  Converting Weights, Measures and Money
  Consumption and the Environment
  Food
  Goods and Services (Buying and maintaining appliances, tools, furnishings, funerals, miscellaneous)
  Housing
  Insurance
  Taxes (Sales and Income)

Health
  Diseases and Disorders
  Drugs
  Family Planning
  Maintaining Mental Health
  Maintaining Physical Health
  Medical Help and Health Facilities
  Nutrition
  Parenting
  Safety, Accident Prevention and First Aid

Government and Law
  Government (structure and description of federal and state government)
  Legal System, Laws and Documents
  Taxation and Social Legislation

Occupational Knowledge
  Career/Life Planning
  Education and Credentials
  Getting and Keeping a Job
  Job categories and requirements

FACTS: LEAGUE OF WOMEN VOTERS OF THE U.S.

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1976 $2.00/20 11 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

GUIDE TO MUSEUMS IN NORTH DAKOTA

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1971

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

THE POST OFFICE Learning Activity Package 25
Providence Adult Education Department
nd $.50 18 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text is designed to enable the student to use postal services confidently and effectively. Specific objectives, teaching strategies, materials and evaluation procedures are outlined. Vocabulary is developed through reading, writing and role playing. Using simple diagrams, the student applies new constructions to vocabulary learned in the LAP. Post-test provided.

SIMPLIFIED PARLIAMENTARY PROCEDURE

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1976 $.15 11 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

WHERE TO GO, WHO TO SEE, WHAT TO DO
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 96 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers YOUR problems, social services, health and medical services, legal and recreational services. Many exercises, photos and illustrations. Appealing format. Family Development Series.

YOUR FIRE DEPARTMENT Learning Activity Package 56
Providence Adult Education Department
nd $.50 12 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

This student/teacher worktext was developed because many adults did not know the services offered by the Fire Department and could not get help quickly. After completion, the adult will be able to report fires and other hazards and will know Fire Department related vocabulary. Role-playing, reading, games, exercises, etc. help the learner achieve the objective. Evaluation procedures are given.

YOUR POLICE DEPARTMENT Learning Activity Package 24
Providence Adult Education Department
nd $.50 14 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

Objectives of this student/teacher worktext include knowing vocabulary associated with police officers, and developing an ability to describe situations and people accurately. Reading passages, dialogues, vocabulary lists and role-playing facilitate learning. Evaluation procedures are given.

YOUR SCHOOL DEPARTMENT Learning Activity Package 58
Providence Adult Education Department
nd $.50 27 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This student/teacher worktext was developed because it was observed that adult students often don't understand notices sent to them by their children's school. The objective is to improve parental understanding of the Providence School Department's letters and notices, but this can easily be adapted to letters and notices of your own school. Excuse slips, letters and notes are used to introduce vocabulary, comprehension skills and grammar. Evaluation procedures are provided.

Community Agencies

YOU'VE BEEN INTRIGUED BY THE LEAGUE OF WOMEN VOTERS

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1975 free -- leaflet TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

Information Resources

BE INFORMED ON NEWS MEDIA Be Informed Series Unit 8
Stein, Wendy
New Readers Press
Box 131
Syracuse, NY 13210
1976 $.85 @40 pp self cover 6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BE INFORMED ON USING THE LIBRARY Be Informed Series Unit 15
Ringstad, Muriel
New Readers Press
Box 131
Syracuse, NY 13210
1971 $.85 @40 pp self cover 6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

Information Resources

DIRECTORY 1977
Lewis, Rose L.
Social Service Board of North Dakota
State Capitol
Bismarck, North Dakota 58505
1977 free 41 pp soft cover TR

A directory of the social services personnel and agencies in North Dakota.

DIRECTORY OF STATE ASSOCIATIONS

Business and Industrial Development Department
523 E. Bismarck Avenue
Bismarck, North Dakota 58501
1976 free pam

Lists names and addresses of associations operating within North Dakota. Updated yearly.

FIND IT IN THE WANT ADS
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

HOW TO FIND A BOOK IN A LIBRARY

Interpretive Education Division of Illinois Envelope Company
400 Bryant Street
Kalamazoo, Michigan 49001
1977 $19.95 kit all ABE levels

The filmstrip and cassette are intended to be used either in group or individual situations. Teacher's manual provides discussion topics, words to introduce, related activities and projects. Some of the student outcomes should include knowing how to find books of a particular type, knowing the difference between fiction and non-fiction and how each kind are arranged, how to use the card catalog, etc.

HOW TO READ NEWSPAPERS
Laubach, Kirk and Laubach
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.50 32 pp soft cover 8 gr.

This booklet contains six lessons: introduction to newspapers, reading for entertainment, reading the ads, news stories, editorials and critical reading. Each lesson is followed by skills exercises and activities for reinforcement.

HOW TO USE A DICTIONARY Learning Activity Package 70
Providence Adult Education Department
nd $.50 22 pp self-cover ABE

SEE 'SERIES' SECTION: LABEL PROGRAM

This student/teacher workbook provides comprehension activities, word meaning from context, alphabetizing for indexing, spelling, etc. Activities are self-contained and a pre- and post-test are provided.

HOW TO USE THE DICTIONARY AND OTHER REFERENCE BOOKS
Reading for Living Series
Laubach, Kirk and Laubach
New Reader's Press
Box 131
Syracuse, NY 13210
1976 $.50 24 pp soft cover

This booklet consists of five lessons: the dictionary, entry words, using the dictionary, general reference books, how to use an encyclopedia. Each lesson is followed by questions which help the student develop comprehension and vocabulary. Homework exercises are suggested so the student can practice using reference skills.

HOW TO USE THE LIBRARY Learning Activity Package 51
Providence Adult Education Department
nd $.50 35 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Disadvantaged adults are often unaware of the resources available in the library and do not know how the library operates. This student/teacher worktext was designed to enable the student to find information he needs in books taken from the library. Dialogue, facsimilies of library items, exercises, etc. are used to facilitate learning. Evaluation includes finding books in a real library.

HOW TO USE THE TELEPHONES
Laubach, Kirk and Laubach
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.50 24 pp soft cover 6 gr.

This booklet contains three lessons: tips on using the telephone, how to use telephone directories and tips on telephone courtesy. Each lesson is followed by skills exercises and an activity page for reinforcement. Vocabulary of booklet seems too difficult for skills being taught.

HOW TO WRITE AND PLACE A WANT AD
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp). a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

LET'S LOOK IT UP
Waelder, Patricia Kelly
New Reader's Press
Box 131
Syracuse, NY 13210
1977 $1.50 64 pp soft cover 6 gr.

Unit 7 in the "Practice in Survival Reading" series, this booklet contains 25 excerpts from various reference sources. For each excerpt the student must answer 10 questions which draw on 3 levels of comprehension skills. The worktext allows students to work independently, but words above 6th grade reading level are listed and must be pre-taught. Knowledge of these resources and facility in their use will provide your students with anchors for other intellectual and practical explorations.

MACHINE AGE RIDDLES
Greatsinger, Calvin
New Reader's Press
Box 131
Syracuse, NY 13210
1975 $.65 16 pp soft cover @4th gr.

25 sets of wordings found on common machines. Black and white single line drawings of common machines we see and use everyday. Students are to read instructions given on machine and guess what machine it is. 34 machines are used. Vocabulary above fourth grade and necessary for comprehension is listed. Good supplementary reading. Excellent for APL/ABE integration.

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THE DAKOTA PHOTO DOCUMENTARY PROJECT

Minneapolis Tribune Picture Magazine
Sunday, January 23, 1977   19 pp

Describes the project and includes some of the photos taken.

READ THE INSTRUCTIONS FIRST
Greatsinger, Calvin
New Reader's Press
Box 131
Syracuse, NY   13210
1975 $1.50   64 pp   soft cover   4th Gr.

25 sets of instructions are each followed by a set of 10 questions to develop reading comprehension. Since materials are actual messages, no changes have been made in order to control their reading levels. Vocabulary above 4th grade level and necessary for comprehension is listed. Excellent for integrating APL/ABE. Part of the "Practice in Survival Reading" series.

SIGNS AROUND TOWN
Greatsinger, Calvin
New Readers Press
Box 131
Syracuse, NY 13210
1976 $1.50   64 pp   soft cover   4th gr.

This is Unit 2 in the series, "Practice in Survival Reading". It contains 25 sets of all types of signs. Each set is accompanied by 10 questions designed to give the students practice in using three levels of comprehension skills. Words above 4th grade level are listed in the back of the book and should be pretaught. Students can use this worktext independently.

THE TELEPHONE Learning Activity Package 53
Providence Adult Education Department
nd $.50   32 pp   self-cover   ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

The purpose of this student/teacher workbook is to enable the student to place local and long distance calls, find information in the directory and compute the charges. Vocabulary, grammar, and comprehension are emphasized. Evaluation procedures are provided.

TELEPHONE AND TELEGRAPH - Your Personal Business Unit 1
Cook, Cheri
New Reader's Press
Box 131
Syracuse, NY 13210
1975 $1.50   80 pp   soft cover   5 gr.

This booklet is Unit 1 in "Your Personal Business" series. Contains lessons on using the telephone directory, making calls, courtesy, business phones, getting your own phone and sending telegrams. Contains tips and consumer information. Exercises develop reading, writing and oral skills and provide practice in computation and problem-solving as well.

THE TELEPHONE: GENERAL INFORMATION
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

THE TELEPHONE: USING THE TELEPHONE DIRECTORY WHITE PAGES
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

THE TELEPHONE: USING THE TELEPHONE DIRECTORY YELLOW PAGES
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

Information Resources

THE TOWN YOU LIVE IN Turner-Livingston Reading Series
Turner, Richard H.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1974 $1.38 48 pp soft cover 3-5 gr.

Useful for educationally deprived teenagers and young adults. This text aims at strengthening student skills and understanding of basic social behavior, language and arithmetic. Each book contains 23 lessons (a reading passage followed by exercises), each of which is self-contained on 2 facing pages. Teacher's guide is available ($1.98).

WEATHER Learning Activity Package 100

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 27 pp self-cover ESL 1

The purpose of this student/teacher worktext is to enable the adult to understand weather reports as heard on radio and TV and seen in the newspapers. Weather maps, vocabulary, temperature conversions, and safety procedures during storms are studied. Cassettes, illustrations, filmstrips, written exercises, reading passages and flash cards are used. Evaluation procedures are provided.

YELLOW PAGES OF LEARNING RESOURCES
Borowsky, George and others
MIT Press
c/o Uniserv, Inc.
525 Great Road, Rt. 119
Littleton, Mass.
1972 $1.95 94 pp soft cover 8 gr.

This book is concerned with the potential of the city as a place for learning and is an invitation to discover the city as a learning resource. A selection of typical firsthand learning resources is presented. Procedures to follow in order to make these resources accessible are outlined. Many questions are provided in order to suggest how rich the learning resources can be. Designed for use by many ages and levels.

Recreation

ATTRACTING AND FEEDING BIRDS
U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.35 10 pp pam

Title indicates content.

BACKPACKING IN THE NATIONAL FORESTS . . .
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.55 27 pp pam

Pointers for backpacking, necessary equipment, and a list of backpacking areas.

BICYCLING FOR EVERYONE
U.S. Department of Transportation
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.55 22 pp pam

History of bicycling; safety tips; and how to protect your bike from theft.

BUILDING HOBBY GREENHOUSES
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.35 20 pp pam

How to choose the type, location, features and design best suited to your needs.

CAMPING IN THE NATIONAL PARK SYSTEM
U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 ($.85) 28 pp pam

Descriptive listing includes information on number of sites, fees, sanitary facilities, recreation, etc.

CITIZENS BAND RADIO SERVICE RULES & REGULATIONS
Federal Communications Commission
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 $1.00 19 pp pam

Regulations that CB'ers are required to have.

COLLECTING ROCKS
U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 8 pp pam

How rocks are formed, classified and identified; tips on starting a collection.

COMMON TREES AND SHRUBS OF NORTH DAKOTA
Molberg, John M.
Available from North Dakota State University - Bottineau Branch and Institute of Forestry
Bottineau, North Dakota
1972 free 77 pp stapled HSE, TR

Black and white photos with a description of leaves, buds, twigs, fruit and tree help identify trees and shrubs. Genus, species and common names are given. An 'Early Fall Key', glossary and a description of forest areas in North Dakota are included. Use as a teacher resource or for interested upper level students. Everyone seems to enjoy finding out what those bushes in the back yard are called!

GROWING BONSAI
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.40 21 pp pam

Selecting and growing miniature trees and vines in containers; propagation, care and display.

GROWING FLOWERING PERENNIALS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1970 $.50 32 pp pam

Planning, planting, garden care, starting plants indoors.

GUIDE TO THE GEOLOGY OF . . . (SOUTHEASTERN, SOUTHWESTERN, SOUTH-CENTRAL, NORTH-CENTRAL, NORTHWEST, AND NORTHEASTERN) . . . NORTH DAKOTA.
(Series of 6 books)
North Dakota Geological Survey
Available from Department of Public Instruction
Bismarck, ND 58505
1972-'75 $ -- 30-45 pp ea. stapled HSE, TR

The series covers ND by county. Includes general geology, geologic history, landforms, mineral resources, references and geologic roadlogs. Layman's language is used in general, but geologic vocabulary terms are used in the roadlog. Take your students on a field trip described in tenths of a mile! A colorful illustrated map is included in each booklet.

HOLIDAYS Learning Activity Package 52

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 20 pp self-cover ESL 2

Non-English speaking adults usually do not know the traditions of American Holidays. This student/teacher worktext is designed to enable students to use a calendar, recognize major holidays and identify symbols associated with them. Vocabulary, comprehension, and dates related to holidays are presented in oral and written exercises. Evaluation procedures are provided.

HORSEMANSHIP AND HORSE CARE
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.75 50 pp pam

Illustrated guide for buying a horse, riding and showing, breeding, feeding, grooming, and diseases; discusses necessary equipment and facilities and includes pictures of the various breeds.

HOW TO MAKE A COLLECTION OF NORTH DAKOTA INSECTS
Post, Dr. Richard L. and Gary L. Thomasson
State Department of Public Instruction
Capitol Building
Bismarck, North Dakota 58505
1968 $ -- 34 pp staple HSE, TR

How to collect insects, proper equipment to use and care of specimens is described and illustrated. A key to taxonomical order is provided. Common names, large photos and detailed drawings of insects and their important parts are included. Would most likely require teacher aid for use with ABE students, but what fun!

NATIONAL PARKS OF THE UNITED STATES -- MAP AND GUIDE

U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 ($.75) 14 pp pam

Lists seasonal and year-round activities of nearly 300 parks; includes highway map.

NORTH DAKOTA CANOEING WATERS

North Dakota Parks and Recreation Department
Fort Lincoln State Park
Route 2, Box 139
Mandan, North Dakota 58554
nd free information packet

Four single sheets describe the Sheyenne River, Missouri River, Little Missouri River, and the James River. Sights, flora, fauna, and information relevant to canoeists is given for each river. The sheets are enfolded in a brochure which lists 15 canoeing waters, their points of access, miles of water travel, and points of interest. Useful for encouraging exploration of natural community resources and use of maps. May need adapting for low levels.

OUTDOOR SAFETY TIPS

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.35 13 pp pam

Campers' and hikers' pocket guide outlines survival, safety and first aid tips.

R.V. SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

R.V. Safety is full of safety information on over-the-road and campsite use of recreational vehicles.

SELECTING AND GROWING HOUSE PLANTS

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.55 32 pp pam

Gives "how to do it" advice, and describes various house plants.

RECREATION AREAS OF RHODE ISLAND Learning Activity Package 59

Providence Adult Education Department
nd $.50 21 pp self-cover ABE

SEE 'SERIES' SECTION: LABEL PROGRAM

This student/teacher worktext, designed to develop an awareness of the types and locations of recreational resources available in Rhode Island, could be used as a model for your area. Maps, symbols, indexes and directions provide the basis for activities and exercises. Evaluation procedures are provided.

VISITOR ACCOMMODATIONS, FACILITIES AND SERVICES FURNISHED BY CONCESSIONERS IN THE NATIONAL PARK SYSTEM

U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 ($.75) 74 pp booklet

Where to write or call to reserve rooms or services such as fishing, guides, riding horses, river float trips, etc.; includes lodging costs.

WINTER ACTIVITIES IN THE NATIONAL PARK SYSTEM

U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
(1973) $.50 24 pp pam

Lists parks which provide winter camping facilities, skiing, snowmobiling, ice skating, etc.

YOUR RETIREMENT HOBBY GUIDE

American Association of Retired Persons and National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1969 free 31 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: How can you make new friends all over the world? How can you make beautiful wall hangings with only paper and crayon? What fascinating hobby is also a consumer bargain? What ancient craft is best practiced with tools from your kitchen drawers?

Transportation

THE AIRPORT Learning Activity Package 60
Providence Adult Education Department
nd $.50 36 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This student/teacher worktext is designed to familiarize non-English speaking adults with American airports. Students are familiarized with important vocabulary and learn to take advantage of services located in airports. Comprehension, computation, dialogue and reading exercises are provided. Evaluation procedures are included.

AUTO KNOW

Curriculum Section, Office of Adult Education
State Department of Education
Room 209-A, Rutledge Building
Columbia, South Carolina 29201
set of 48 bingo cards $ 3.00

Auto Know consists of 48 cards divided into 10 squares. Within each square is a vocabulary word relating to driving. Using the vocabulary list, the teacher calls out the definitions and the student uses a marker to cover his words. Before covering the word, the student must pronounce the word correctly. Any variation of the game Bingo may be used. The cards only, are supplied.

BUILDING SAFE DRIVING SKILLS
Kelley, Patrick
Fearon Publishers
6 Davis Drive
Belmont, California 94002
1977 $5.97 247 pp hardcover gr. 3

"This is a very thorough program on a low reading level. It is very helpful for anyone preparing for a driver's test. The accompanying workbooks contain many sample questions and tests which will also aid students in their studies." (quoted from Demonstration: ABE Students in Level I Progress Better with Special Methods and Materials, by Jane B. Sellen.) Illustrations are easy to understand, the reading level is low but the book is not childish.

THE DRIVER'S BOOK, SUPPLEMENTARY TEACHER'S GUIDE; DRIVER'S EDUCATION FOR MENTALLY HANDICAPPED
Department of Public Instruction
Capitol Building
Bismarck, North Dakota 58505
nd $? 224 pp plastic spiral ABE, ESL

This book was most useful though the cover and introductory pages referring to mentally handicapped students had to be removed. The teaching sequence in the North Dakota Driver's Manual is followed in this book, and the two can be used in reference to each other. Simple language and large, clear line drawings lend themselves to easy adaptation for ESL. Low level ABE students could use the book as is after being introduced to driver ed vocabulary.

DRIVING TAKES SEEING

American Optometric Association
7000 Chippewa Street
St. Louis, Mo 63119
free pam

One of the many informative pams available from the Association.

FINDING OURSELVES
Corcoran, Eileen L.
Frank E. Richards Publishing Company, Inc.
215 Church Street
Phoenix, NY 13135
1971 $1.75 42 pp soft cover

This is a worktext which stresses skills in map reading and finding directions. Students use compasses and maps of town, city, state and country. Concepts of geography are developed and simplified math problems are included. The worktext was developed for special ed students, but with care, could be adapted for low level ABE students.

GETTING YOUR DRIVER'S LICENSE Learning Activity Package 66
Providence Adult Education Department
nd $.50 32 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Many people don't know how to obtain a driver's license. This student/teacher worktext is designed to familiarize the student with the procedures so that after completion of the LAP he will be able to get one. Vocabulary, comprehension of rules and procedures, and grammar are emphasized. Games and evaluation exercises are also provided.

GO BY BUS Learning Activity Package 61
Providence Adult Education Department
nd $.50 27 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

The objective of this student/teacher worktext is to enable students to deal effectively with situations they will confront when using the bus. Vocabulary, transfer and cost considerations, grammar and identification of items associated with buses are included. The student is asked to plan and "execute" a bus trip. He must include time, cost, read maps, understand schedule format, etc. to provide an evaluation of his progress.

Transportation

HIGHWAY SIGNS, SIGNALS AND MARKINGS

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

Highway Signs, Signals and Markings introduces students to the new highway signs, signals and markings that are appearing across the country.

HIGHWAY SIGNS, SIGNALS AND MARKINGS

Transportation Services Division
State Highway Building
Capitol Grounds
Bismarck, ND 58505
1974 free 15 pp stapled pam ABE

Cartoon-like characters typical of Channing L. Bete pamphlets, show traffic information, new road signs and pavement markings.

HOLD EVERYTHING

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Hold Everything illustrates the need for and proper use of safety belts. It also gives situations in which they can save lives.

HOW TO READ MAPS
Laubach, Frank C.; Kirk, Elizabeth and Laubach, Robert S.
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.50 20 pp soft cover 5th gr.

This booklet contains three lessons: how to read city maps, how to read road maps, how to read other maps. Each lesson is followed by skills exercises and an activity page for reinforcement. The coping skills used require reading and writing.

I WANT A DRIVER'S LICENSE
Tripp, Fern
Special Teaching Materials
2035 E. Sierra Way
Dinuba, California 93618
1970 $2.00 36 pp pam

Ms. Tripp, a former special ed teacher, writes, "This book aims to help the non-academic student prepare for the driver's license test. It contains authentic road signs, in true color and shape, required for passing the tests for a driver's license. The information has been written in easy-to-read form, with practice and word study exercises, including sample tests. The book has been selected from materials used in the classroom, and gathered over a five year period." Adapted from the California Motor Vehicle Code. (Clovis Adult Schl uses)

KNOW YOUR SIGNS -- BE A BETTER DRIVER, Book I and II
Corcoran, Eileen L. and Corcoran, Ambrose L.
Frank E. Richards Publishing Co., Inc.
330 First Street, Box 370
Liverpool, New York 13088
1970, 1973 $1.95, $2.50 soft cover

Book I pictures and describes road signs and tells about their purpose. Book II describes expressway and highway signs, uniform traffic control devices and pavement markings. Both books are illustrated with clear, color illustrations. Film strips are available to accompany both books. Numerous exercises are scattered throughout the text of each book. Excellent for ABE use.

LEARNING TO USE MAPS
Kranich, Roger E. and Messec, Jerry L.
Frank E. Richards Publishing Co., Inc.
P.O. Box 66
Phoenix, New York 13135
1978 $1.95 56 pp soft cover ABE

Large drawings on every page and a variety of exercises prepare adults for using many different types of maps. The atmosphere of this workbook is clean and uncluttered. The workbook was developed by, and is used in, the Roger E. Kranich Adult Education Center in West Palm Beach, Florida.

LET'S GET THE PROBLEM DRINKER OFF OUR HIGHWAYS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Let's Get the Problem Drinker Off Our Highways demonstrates the connection between problem drinking and problem driving. It describes the terrible cost in lives, injuries and property damage.

MOTORCYCLING AND YOU

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

Motorcycling and You contains 56 ideas for two-wheeled safety. It fills the urgent need for cycling safety education material.

Transportation

NORTH DAKOTA DRIVER'S GUIDE

North Dakota Highway Department
Bismarck, North Dakota
nd free 66 pp pam 8-9 gr.

This booklet is important to every North Dakotan who may want to renew, or to obtain for the first time, a driver's license. Colored illustrations and study questions at the end of each section help the learner understand the information presented, and become familiar with the types of questions asked on the driver's test. An important, useful and relevant resource for ABE.

NORTH DAKOTA DRIVER'S GUIDE: MOTORCYCLE SUPPLEMENT

North Dakota Highway Patrol
Bismarck, North Dakota
1975 $ -- 12 pp pam TR

The guide was prepared to help individuals become careful, safe operators of motorcycles. With modification, it may be useful for use in the ABE classroom.

ONE HUNDRED AND TWENTY AUTHENTIC ROAD SIGNS IN TRUE COLOR AND SHAPE, SUITABLE SIZE FOR INDIVIDUAL USE
Tripp, Fern
Special Teaching Materials
2035 E. Sierra Way
Dinuba, California 93618
nd $2.00 20-5 3/8"x83/8" cards

Six signs are reproduced in full color on each card. Lines are printed on the card so the teacher can cut it easily into small flash cards. Two extra cards are included which list vocabulary words and phrases used on various signs. Listed in the bibliography of materials used by the Clovis Adult School in Clovis, California.

SAFE WINTER DRIVING

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Safe Winter Driving reminds students of the added hazards of winter driving and how to deal with them.

SIGNS OF THE TIMES Learning Activity Package 62
Providence Adult Education Department
nd $.50 18 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

Non-English speaking adults do not understand the words on road signs. This student/teacher worktext is designed to enable the student to read and understand common road signs. Vocabulary and giving/understanding directions is emphasized. Illustrations, slides, grammar and comprehension exercises, reading & flash cards are all used to facilitate learning. Evaluation procedures are provided.

STUDYING FOR A DRIVER'S LICENSE
Joyce, Donald P.
New Readers Press
Box 131
Syracuse, New York 13210
1973 $1.50 56 pp soft cover

To be used in conjunction with the driver's manual for each state, this workbook is an aid in studying for the written driver's test. Driving rules and vocabulary are presented. Information, sample questions, exercises and Driver's Manual references are included. Readers should be alert to possible differences between the driving rules in this book and those in his own state's driver's manual.

USING HIGHWAY AND CITY MAPS Learning Activity Package 65
Providence Adult Education Department
nd $.50 22 pp self-cover ABE/HSE

SEE 'SERIES' SECTION: LABEL PROGRAM

Many adults are unable to take full advantage of the information found on maps. In this student/teacher worktext, students will use map symbols and maps to find specific locations and to direct others to these locations. Providence maps are used, but a map of your own locale could be easily substituted. Comprehension, computation, and vocabulary are stressed. Evaluation criteria is given.

YOU AND YOUR PASSPORT
U.S. Department of State
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.45 17 pp pam

Explains how and where to apply for a passport; when visas and immunizations are necessary; plus other tips.

Transportation

YOUR HEALTH AND YOUR DRIVING

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1972 $ -- 16 pp pam

Describes how a person's mental and physical health affect driving skills. Discusses potential dangers to highway safety such as alcohol, emotional stress, medication, drowsiness, impaired vision and other health problems. Safe driving tips are given, including some especially for teenagers. Would need adapting for low level students. (Annotation from catalog.)

YOUR NEXT ACCIDENT

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Your Next Accident is an easy-to-read presentation of five ways to reduce chances of an automobile accident. It's a needed safety message in today's accident-prone society.

Autos

THE BACK-YARD MECHANIC
Air Force's DRIVER Magazine Staff
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $1.25 58 pp pam

Illustrated step-by-step instructions on how to inspect your car for needed repairs; change the oil; tune-up; lubricate; maintain the transmission, disc brakes, radiator, emission control devices, battery and automatic choke.

Autos

BATTERY HAZARDS--EXPLOSIONS AND JUMP STARTING
U.S. Department of Transportation
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1975 free 5 pp pam

Tips on proper jump starting.

BE INFORMED ON BUYING A CAR Be Informed Series
Unit 2
Stein, Wendy
New Readers Press
Box 131
Syracuse, NY 13210
1975 $.85 @40 pp self cover 5-6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BE INFORMED ON OWNING A CAR Be Informed Series
Unit 3
Stein, Wendy
New Readers Press
Box 131
Syracuse, NY 13210
1976 $.85 @40 pp self cover 5-6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

CAR BUYING Learning Activity Package 38
Providence Adult Education Department
nd $.50 38 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Objectives of this consumable teacher/student worktext include enabling students to: buy a new car, buy a car with a trade-in, make informed judgements about buying a used car, use classified ads to look for a used car. Vocabulary lists, stories, grammatical exercises, dialogues, odometer reading exercises, tape cassette, computational problems, legal aid information and newspaper ads help students achieve the objectives. Evaluation procedures are provided.

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CAR CARE AND SERVICE
General Services Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.35 13 pp pam

How to recognize the symptoms of common automotive problems; tips on working with your mechanic.

CAR INSURANCE
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 21 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog Index. Pre- and post-tests provided.

CAR INSURANCE Learning Activity Package 63
Providence Adult Education Department
nd $.50 22 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Students learn the vocabulary associated with car insurance, come to understand how to fill out an application for insurance and learn to fill out an accident form. Reading passages, transparencies, slides of car accidents and role-playing are used to facilitate learning. Evaluation procedures are given.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN PURCHASING AND MAINTAINING AUTOMOTIVE PRODUCTS AND SERVICES (Unit VI)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1975 $1.00 38 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONSUMER TIRE GUIDE. 1970

The Firestone Tire and Rubber Co.
1200 Firestone Parkway
Akron, Ohio 44317
1970 free pam

How to buy tires.

CONSUMER TIRE GUIDE
U.S. Department of Transportation
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1976 free 15 pp pam

Defines bias, belted bias, and radial tires; tells how to select and care for tires for maximum safety and wear.

FIXING YOUR CAR Learning Activity Package 64
Providence Adult Education Department
nd $.50 33 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher workbook acquaints the student with vocabulary related to automobiles and enables the student to make simple repairs and maintain his car. Exercises, dialogues and other aids are used to show the student how oil and air filters are changed, how water is added to the battery, how a flat is changed and how to become a member of auto clubs. An evaluative post-test and game are provided.

GASOLINE: MORE MILES PER GALLON
Department of Transportation
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.35 9 pp pam

How a car engine works; gas selection; maintenance tips; driving techniques to improve car performance and lower costs.

Autos

HOW TO SAVE GASOLINE Learning Activity Package 67
Providence Adult Education Department
nd $.50   18 pp   self-cover   ESL 2

The general objective of this consumable student/teacher workbook is that the adult will know the mechanical requirements of saving gasoline, as well as methods of driving which are the most economical. Illustrations, reading passages, dialogues, cassette tapes, slides, comprehension and grammatical exercises, games, computational problems, etc., are all used to facilitate learning. A post-test is provided.

UNDERSTANDING THE AUTOMOBILE
Beck, John H.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1969 $2.49   85 pp   soft cover   7-9 gr.

This is a practical workbook-looking guide for owners or users of automobiles. The precise, carefully labeled drawings and the text explain the working parts in an automobile. Exercises at the end of each chapter reinforce learning.

Banking

ABOUT CREDIT UNIONS

Channing L. Bete
45 Federal Street
Greenfield, Mass 01301
1977 $ .50   15 pp   pamphlet

Describes what a credit union is, how it operates, and how it benefits an individual to belong to one.

Banking

BANK OF NORTH DAKOTA, ANNUAL REPORT

Bank of North Dakota
Lock Drawer No. 1657
Bismarck, ND 58505
yearly   free   38-40 pp   stapled   TR

Do your students know that the Bank of North Dakota is the only wholly state owned bank in the entire nation? That makes each of them a stockholder in the Bank. This report describes each bank department and what it does. There are many large photos of people and documents. There are pie graphs to read, tables to interpret and vocabulary to introduce. A creative teacher could find many uses for this attractive promotional 'report.'

BANKING SERVICES, AN ESL LEARNING MODULE
Laprade, Charlotte
New Bedford Public Schools
Division of Adult/Continuing Education
455 County Street
New Bedford, MA 02740
(1978) $ --   np   plastic spiral binding

Fourteen modules are included which, when completed, should enable ESL students to open a savings and checking account at a bank and to maintain them properly. Activities are provided for all three ESL levels on sheets color coded for each level. This rough draft copy is in the process of being field tested in the New Bedford program.

BANKING YOUR MONEY Learning Activity Package 37
Providence Adult Education Department
nd $.50   32 pp   self-cover   ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text contains 8 subobjectives designed to familiarize the adult with banking procedures and forms and to enable students to use banking services confidently. Vocabulary sheets, dialogue, reading selections, reproduced passbook, sample savings deposit & withdrawal slips, reproduced check book and other sample forms, wordsearch games, activities are all utilized to achieve the objectives. Evaluation criteria is given.

BE INFORMED ON BANKING Be Informed Series Unit 10
Gibbs, Elsie
New Readers Press
Box 131
Syracuse, NY 13210
1969 $.85   40 pp   self cover   5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

Banking

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN SAVINGS AND INVESTMENTS (Unit X)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1975 $1.50 54 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

GETTING READY FOR PAY DAY Part 1
Hudson, Margaret W.
Frank E. Richards Publishing Company
330 First Street, Box 370
Liverpool, NY 13088
1963 $1.50 36 pp soft cover 3 gr.

Part 1, CHECKING ACCOUNTS, provides practice in reading skills. Partial content includes: How I Make My Money, What is a Bank, Opening a Checking Account, Writing Checks, Keeping a Record, Endorsing Checks. This worktext is the first of a three-part series.

GETTING READY FOR PAY DAY Part 2
Hudson, Margaret W.
Frank E. Richards Publishing Company
330 First Street, Box 370
Liverpool, NY 13088
1963 $1.50 31 pp soft cover 3 gr.

Part 2, SAVINGS ACCOUNTS, Provides practice in reading skills. Partial content includes: Spending My Money, Opening a Savings Account, Making a Deposit, Taking Money out of My Account, Finding the Total of My Savings, Letting My Money Work for Me. This worktext is the second of a three-part series.

HOW TO WRITE A CHECK Circular HE-82
Bryan, Elizabeth L.
Cooperative Extension Service
Auburn University
Auburn, AL 36380
nd free leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

MATHEMATICS FOR BANKING
Parsky, Larry M.
Mafex Associates, Inc.
90 Cherry Street
Johnstown, Pa. 15902
1974 $3.95 249 pp soft cover

This workbook is a compendium of information and exercises designed to prepare students to use banks, savings and loans, and credit unions intelligently. Vocabulary, computation and comprehension skills are practiced while students learn about a variety of loans, accounts, documents and procedures connected with banking.

THE STORY OF CHECKS

Federal Reserve Bank of New York
33 Liberty Street
New York, NY 10045
1974 free 21 pp pam

All about checks and how they are processed. Comic book format. Excellent for ABE.

Budgets/Finances

ABOUT YOUR HOME Family Development Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 95 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers understanding your income, figuring your expenses, family spending plan, understanding credit, and family financial security. Many exercises, photos and illustrations. Appealing format.

Budgets/Finances

BE INFORMED ON MONEY Be Informed Series
Unit 16
Morris, Fred
New Readers Press
Box 131
Syracuse, NY 13210
1971 $.85 40 pp self cover 5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BUDGET PRACTICE SKILL TEXT

Special Service Supply
Box 705
Huntington, New York 11743
1971 $1.65 35 pp soft cover ABE

A Budget Wheel (percentage pie) is presented. Students practice determining budget allocations using various weekly salaries. The workbook consists mainly of nearly blank pages provided for figuring up the 16 budgets. Offers a broad overview of setting up budgets and gives students practice in computing percentages.

BUDGETING
Follett Coping Skills Series
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1977 $1.80 63 pp soft cover 0-3 gr.

APL related Consumer Economics topics are included in this student work book. It emphasizes wise money management, and evaluating and making a budget Difficult vocabulary words are introduced at the beginning of each lesson, readings are relevant to daily tasks, exercises test comprehension at the end of each short lesson.

CLASSROOM MONEY MANAGEMENT KIT
CUNA Mutual Insurance Society and CUNA, Inc.
Available from CUNA Supply Corporation
Filene House
P.O. Box 333
1617 Sherman Avenue
Madison, Wisc. 53701
$9.95 multi-media kit

The kit contains 8 lessons on cassette tape, the Managing Your Money game, 4 informational pams, a teachers manual for the cassette lessons, and a curriculum guide to finance titled, Finance: Personal Finance Education Guide. The materials can be adapted for most any ABE level and are most useful. Bias for credit unions is apparent, of course.

CONSUMER EDUCATION

National Education Association
1201 16th Street NW
Washington, DC 20036
nd $20.00 suitable for all levels AV kit

"This multi-media packet was prepared especially for the adult basic education student and is designed to help the wage earner spend his money more wisely and to alert him to the high cost of credit." (Quote is taken from an annotation in ABC's in APL.)

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN BUDGETING AND MONEY MANAGEMENT (Unit II)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1975 $1.00 16 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN THE INDIVIDUAL CONSUMER IN THE MARKET PLACE (Unit 1)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1975 $1.00 30 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN USING LEISURE TIME, ENERGY AND MONEY (Unit VII)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1976 $1.00 19 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

Budgets/Finances

A DATE WITH YOUR FUTURE

Education Services
American Council of Life Insurance
277 Park Avenue
New York, NY 10017
nd to 100 free 33 pp soft cover

A money management booklet with a high school reading level. Deals with credit, budgets, and insurance; provides basic information. Good resource for teachers; will need modification. (Annotation quoted from ABC's in APL)

DISASTER

Channing L. Bete
45 Federal Street
Greenfield, Mass 01301
1977 $.25 7 pp pam

In this decision making model, students grapple with the difficulty of weighing options in problems that have no right or wrong answer, but are dealt with in accordance with individual circumstances.

FAMILY OF FIVE Accent/Family Finances Series
prepared by Clarion House
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1968 $1.29 32 pp soft cover 5-6 gr.
1.65 for instructor's book

This booklet is one of the series that deals with personal and family financial situations. Financial concepts are presented in the context of a story of a city family that is living on a yearly income quite a bit smaller than the average required for a moderate standard of living. (Figures are old, but the concepts are still very appropriate). Each informational episode is followed by exercises which reinforce.

FINANCIAL DECISIONS FOR WOMEN HE230

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

GENERAL BUSINESS FOR TODAY'S WORLD
Conover, Hobart H.
Allyn and Bacon, Inc.
470 Atlantic Avenue
Boston, MA 02210
1977 $? 634 pp HB TR

This text is written for secondary students and would be an excellent reference book for ABE classes. It gives students basic knowledge for living and working in today's technological society. Most APL Consumer Ec. objectives are covered. Each chapter includes a vocabulary preview of technical terms and a variety of activities. Role-playing and group stimulation suggestions are offered.

GETTING READY FOR PAY DAY Part 3
Hudson, Margaret W.
Frank E. Richards Publishing Company
330 First St., Box 370
Liverpool, NY 13088
1963 $1.50 29 pp soft cover 3 gr.

Part 3, PLANNING AHEAD, provides practice in reading skills. Partial content includes: Pay Day, My Budget, The Easy Way to Plan, Taking Care of My Needs, Making Out a Budget. This worktext is the last in a three-part series.

A GUIDE TO BUDGETING FOR THE FAMILY
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 ($.35) 14 pp pam

Steps in developing a budget with charts for estimating income, planning family spending and recording expenses; includes section on using credit.

A GUIDE TO BUDGETING FOR THE RETIRED COUPLE
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.25 14 pp pam

Considerations in planning a retirement budget; includes cost of living comparison for retired couples living in selected cities.

Budgets/Finances

HEAD OF HOUSEHOLD Accent/Family Finances Series
prepared by Clarion House
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1968 $1.29 32 pp soft cover 5-6 gr.
1.65 for instructor's book

This one of the series, is a booklet dealing with budgeting, and explains head-of-household status for filing federal income tax. Concepts are presented in the context of a story about Nancy James who is 22 and single. Her mother has been ill and is on welfare so Nancy must be responsible for taking care of her mother. Each informational episode is followed by exercises which reinforce learning.

IT'S YOUR MONEY Books 1 and 2
Feinstein, Lloyd L., and Maley, Charles H.
807 Brazos, Box 2028
Austin, TX 78768
1973 $1.56 92-98 pp soft cover 4-6 gr. reading
6-7 gr. math

These two books carry the theme of "A consumer's Guide to Money Management" while reviewing the fundamentals of mathematics. Problems and exercises throughout the worktexts concentrate on daily problems of money management. (Annotation adapted from ABC's in APL.)

JUST MARRIED Part of the Accent/Family Finance Series
Prepared by Clarion House
Follett Publishing
1010 West Washington Blvd.
Chicago, IL 60607
1967 $1.29 32 pp soft cover 5-6 gr.

The text deals with the problems a newlywed couple faces together and how they solve them. Inflation has made this book somewhat out of date in relation to actual financial figures, but the situations are very realistic.

KNOWING HOW TO BUDGET AND BUY
Bohlman, H. Mac and others
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1975 $1.38 48 pp soft cover 6-8 gr.

The four booklets in this series cover problem areas in personal and family money management; how to get the most for each dollar; how to safeguard income and property. Each informational chapter is followed by several exercises which reinforce learning. Topics covered include: To spend is to choose; How people spend their income; Budgeting; Knowing how to Buy; Saving for future purchases; Fluctuating prices affect your budget; How consumers can help themselves; etc.

LET'S TALK ABOUT MONEY

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1976 1 copy free 26 pp soft cover TR

A basic money management guide to help consumers plan their financial future. Includes helpful charts and worksheets for individual and family planning. Budgeting is not cutting out all the things you enjoy. A money management plan is a way to stretch dollars, to accomplish the goals you have set and to prevent many financial problems that might pop up unexpectedly.

MAKING THE MOST OF YOUR MONEY

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1976 to 100 copies 48 pp bklt 6-7 gr.

Contains 5 case studies that focus on the lives of adults who are learning important consumer skills. The theme emphasizes the importance of planning in controlling financial resources. Good supplementary reading material on a subject relevant to upper level ABE students.

MANAGING YOUR MONEY
Wolf, Harold A.
Allyn and Bacon, Inc.
470 Atlantic Avenue
Boston, MA 02210
1977 $? 551 pp HB TR

A comprehensive general reference for the ABE teacher, though written for secondary students. The text is a practical guide to spending and saving money. Students learn how to become informed and intelligent consumers. Each chapter ends with a variety of activities including vocabulary, comprehension questions, in-depth case studies to test student mastery of the chapter content.

MONEY MANAGEMENT

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

Money Management is full of suggestions for helping young people learn how to save, spend, earn, borrow and budget wisely and responsibly.

Budgets/Finances

THE MONEY MANAGER

Consumer and Community Services
American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1976 to 50 copies free Chart --

This desk-sized workchart can serve as a discussion starter, can be used for small group activities in which students analyze and work through a family budget, or can be used individually. The objective is to teach students the importance of planning to control one's financial resources. (16½" x 20½")

THE MONEY YOU SPEND Turner-Livingston Reading Series
Turner, Richard H.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1974 $1.38 48 pp soft cover 3-5 gr

Useful for educationally deprived teenagers and young adults, this title in the series of 6 work-texts aims at strengthening student skills and understanding of basic social behavior, language and arithmetic. Each book contains 23 lessons (a reading passage followed by exercises), each of which is self-contained on 2 facing pages. Teacher's guide is available ($1.98).

ON YOUR OWN Accent/Family Series
Prepared by Clarion House
Follett Publishing
1010 West Washington Blvd.
Chicago, IL 60607
1968 $1.29 32 pp soft cover 5-6 gr.
$1.65 for instructor's book

Part of the Accent/Family Finances series, this worktext describes the financial decisions made by a young girl who is managing her own finances for the first time.

138 WAYS TO BEAT THE HIGH COST OF LIVING

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

138 Ways to Beat the High Cost of Living includes 138 practical money-saving tips which students can put to work at home.

PRIMERO DINERO
Jackstadt, Steve and Hamada, Yukio
Follett Publishing Company
Dept. DM, 1010 W. Washington Blvd.
Chicago, Illinois 60607
1971 $1.44 46 pp comic book 7-12 gr.

Basic concepts such as supply and demand, scarcity and opportunity costs are presented in this comic book. The format is attractive, contemporary and popular. Excellent supplementary reading for students studying money management. Glossary. Teacher's manual available ($.90).

SKILLS FOR EVERYDAY LIVING Book 1, Book 2
Wiltsie, David
Motivation Development, Inc.
P.O. Box 427
Bishop, California 93514
1976 $3.75/Bk 1; $4.00/Bk 2 145-161 pp

Together, these two text-workbooks are designed to satisfy a requirement in consumer ed for a 1-2 semester course or as a supplement to courses in basic math, home ec, business, or special ed. Their adult nature and emphasis on self-directed learning make them excellent for use in ABE. All APL cons. ec. topics are touched upon. The fact that math does not exist in isolation from subject areas is emphasized. An accompanying series, Success in Mathematics can be used concurrently or independently. (Clovis Adult Schl uses)

SUPERHEROES OF MACROECONOMICS

Follett Publishing Company
Dept. DM, 1010 W. Washington Blvd.
Chicago, Illinois 60607
1976 $1.59 70 pp comic book 7-12 gr.

Originally copyrighted by the Hawaii Joint Council on Economic Education, 'Superheroes' gives general understandings of the relationships between money, spending, tax policy, GNP, prices and unemployment. A teacher's guide ($.90), includes behavioral objectives, answers to (and purposes of) student exercises. Excellent supplementary reading related to money and its role. Can be used to promote discussion among students whose skills are high enough to handle the vocabulary.

WHERE DOES THE MONEY GO?
Spitze, Hazel Taylor and Rotz, Patricia H.
Steck-Vaughn Co.
807 Brazos, Box 2028
Austin, TX 78768
1969 $1.44 94 pp PB 3-4 gr.

Three neighboring families are used in this worktext to illustrate basic ideas on money management and wise consumer buying. Comprehension exercises follow each reading selection.

Budgets/Finances

YOU AND YOUR MONEY
Goble, Dorothy Y.
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1977 $1.44 58 pp pb 3-4 gr.

Advice and practical information about good habits in wise consumer buying and money management is given. Vocabulary words are given before each reading passage, and review exercises are provided at the end. The material is aimed at beginning adult students who want to develop their skills in reading comprehension and to improve their abilities in written expression. Covers budget planning, credit buying, purchasing a TV set and a used car, and salesmen.

YOU THE CONSUMER
Linder, Bertram and Selzer, Edwin
W.H. Sadlier, Inc.
11 Park Place
New York, NY 10007
1977 $3.36 (old) 187 pp PB 9 gr.

This revised edition is intended as a practical guide to understanding the realities of being a consumer. An inquiry approach is used, in which students are asked questions designed to lead them beyond the text so they are able to form an independent critical judgment. Concepts and skills are developed by discovery through drawing on the student's own experiences, as well as source materials.

YOUR CONSUMER GUIDE

American Association of Retired Persons &
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1972 free 47 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: How can you save 20 percent of your food bill? What should you look for in a used car? What should you do before you buy any more clothes? How can you make sure your consumer complaints get results?

YOU PAY FOR IT
Andrews, Margaret
McGraw-Hill
Greg Division
1221 Avenue of the Americas
New York, NY 10036
1970 $1.45 (old) 170 pp PB 7 gr.

This little book deals with spending money -- making choices, (wants vs. needs), saving, cash vs. credit and borrowing, buying power, protecting buying power and taxes. The book attempts to identify difficult words and defines them at the bottom of the page on which they appear; work study and a study guide are provided at the end of each chapter. (Annotation adapted from ABC's in APL)

Clothing

THE CARE WE GIVE OUR CLOTHES
Hanson, Margret J.
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1966 $1.75 94 pp pb 5-6 gr.

Through the narrative about Mrs. Ford who has problems planning ahead, adult students learn about clothing care. They learn to organize their time and to plan for daily, weekly and seasonal clothing care as well as ways to remodel clothes and places to store clothes. Illustrations are appropriate to the text, and the content is not childish. Excellent for supplemental reading.

CLOTHING Learning Activity Package 41
Providence Adult Education Department
nd $.50 30 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

Adult non-English speaking people sometimes have a difficult time when they go shopping for clothes. The adult student will be able to identify the articles of clothing after completing this consumable teacher/student LAP. Students examine illustrations and pictures of clothing. Identification of clothing is reinforced by grammatical exercises. A post test is provided.

FIBERS FOR FUNCTION AND FASHION

Florida Department of Agriculture and Consumer
Services
Tallahassee, Florida
free pam

One of the many informative pamphlets available from the Florida Department of Agriculture.

Clothing

FLAMMABLE FABRICS HE327

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1972

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

HOW TO PREVENT AND REMOVE MILDEW
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 14 pp pam

Title indicates content.

HOW TO SELECT INFANTS' AND CHILDREN'S CLOTHING
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

HOW TO SELECT YOUNG UNDERFASHIONS
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

IT'S SEW EASY Learning Activity Package 8

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 30 pp self-cover ESL 3

Fabric selection, pattern buying, actual construction of a pair of slacks, identification of parts of garments and clothing repair are all included in this consumable student/teacher worktext. Dialogue, readings, sample sewing kits, illustrations, vocabulary exercises, transparencies, flash cards, tape cassette and exercises are all used to achieve the 5 objectives. Three games and a post test are provided for evaluation purposes.

KEEPING CLOTHES CLEAN

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 18 pp soft cover ESL 2

The Providence Adult Education staff, because they observed the need, developed this Learning Activity Packet which teaches the adult the vocabulary associated with keeping clothes clean. Teaching strategies in the packet include patterned reading selections for grammar and vocabulary work, illustrations, games and audio-visual materials. (Annotation adapted from ABC's in APL)

KNOW YOUR LAUNDRY RECIPES

Maytag Company
Home Service Department
Newton, Iowa 50208
free pam

Just one of the several excellent, consumer information materials available from Maytag.

THE LAW BEHIND THE LABEL; TEXTILE FIBER PRODUCTS IDENTIFICATION ACT HE303
Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1967

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

Clothing

NEW FABRICS, NEW CLOTHES AND YOU
Butman, Grace
Steck-Vaughn
P.O. Box 2028
Austin, TX 78767
1966 $1.75 92 pp PB 5-6 gr.

This little paperback book is keyed to information for adult education for enriching life, as well as improving reading and study skills. Explanations of the various fabrics used in today's clothing is provided, along with tips on their care. Explanations of fabric types are complete yet relatively simple. Written on a 5th-6th grade level, this book may need some modification for ABE use. (Annotation quoted from ABC's in APL)

SELECTING FASHIONS
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

SELECTING TEEN FASHIONS
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

SHOES FOR CHILDREN HE340

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

YOUNG MEN'S CLOTHING
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

YOUR HELPERS . . . TICKETS, TAGS LABELS, FROM THE CLOTHING INDUSTRY HE305
Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1967

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

Consumer Protection

AVOID DECEIT AND FRAUD HE221

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1974

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

Consumer Protection

BEWARE OF HEALTH "QUACKERY"

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 - $.50 15 pp pam

Beware Health "Quackery" attacks this costly problem by describing typical health frauds and how to spot a quack.

THE CONSUMER
Leinwand, Gerald
Simon and Schuster, Inc.
701 Seneca Street
Buffalo, NY 14210
1970 $1.25 190 pp pb TR

Part 1 gives a brief overview of the problems of consumers. Part 2 includes 15 selected readings. The purpose of this volume is to indicate some of the important problems of urban consumers in hopes that by noting these dilemmas a generation of astute shoppers will grow. These problems are important for ABE teachers to be aware of.

CONSUMER ADVERTISING

Procter & Gamble Company
P.O. Box 14009
Cincinnati, Ohio 45214
1977 $7.00 AV kit-cassette, FS, 8 wk sheet mast.

This kit takes a look at Consumer Advertising from the industry's point of view - a refreshing and valid glimpse. A step-by-step account of how an ad campaign is planned is included along with a look at careers in advertising. Valid points are brought out about how advertising is practiced; how it relates to other steps in bringing a product to market; what advertising does FOR the consumer, the advertiser and the economy. 56 page teacher's manual. Wall Chart.

CONSUMER CHOICE

Procter & Gamble Company
P.O. Box 14009
Cincinnati, Ohio 45214
1977 $7.00 AV kit-cassette, FS, 4 wk sheet mast.

Planned as a unit, this kit examines basic economic principles that govern the buyer-seller relationships in our market system. An in-depth case study of Pampers is given as an example, and treated in a light hearted, humorous manner. Presented from the company's point of view, students follow the steps a company takes in developing, producing, and marketing new or improved products. Puzzles and games provided. Useful and entertaining for ABE.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN CONSUMER RIGHTS AND RESPONSIBILITIES (Unit XII)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1975 $1.00 36 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONSUMER PROTECTION
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 36 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction.* Readability is variable, but averages 7-8 gr. using the Gunning Fog Index. Pre- and post-tests provided.

CONSUMER SURVIVAL MANUAL

Office of the Attorney General
Consumer Fraud Division
State Capitol
Bismarck, North Dakota 58501
nd $ -- np soft cover TR

Hints and cautions about several kinds of fraud are given. The role of the Attorney General's Office in consumer fraud affairs is explained. North Dakota statutes concerning consumer fraud and unlawful credit practices are included. The language of the manual would have to be modified for use with ABE students.

DOOR-TO-DOOR SALESMEN
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

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Consumer Protection

LEGAL PROTECTION FOR THE CONSUMER
Morganstern, Stanley
Oceana Publications
75 Main Street
Dobbs Ferry, NY 10522
1973 $5.80 122 pp HC TR

Small hardback, small print. Covers: services of Federal and private 'protection' agencies; franchising; intelligent buying--11 different purchasing situations; consumer legislation in several states not including North Dakota. Teacher reference.

NINE WAYS TO BE CHEATED
Davis, Nan and Mogensen, Carol
Adult Education Resource Center
Montclair State College
Upper Montclair, New Jersey 07043
nd free 6 pp leaflet 4 gr.

Informs the reader on how to avoid 9 common types of swindles. These include: the model home swindle, the referral swindle, the fake contest swindle, bait and switch swindle, the furnace swindle, inflated prices, factory deal swindle, and the bill consolidation swindle. Well illustrated, attractive and useful for ABE.

TWENTY WAYS NOT TO BE "GYPPED"
Channing L. Bete, Inc.
45 Federal Street
Greenfield, MA 01301
nd $.50 15 pp pam

Students are alerted to fraudulent sales techniques and they are helped to avoid being victimized by high-pressure or deceptive selling practices.

THE VICTORIOUS VICTIM
Ackerman, Douglas V., et al
Consumer Law Training Center
New York Law School
57 Worth Street
New York, New York 10013
nd $.05 13 pp comic book

This contemporary comic book format provide[illegible]est while informing the reader about how to defe[illegible]mself against fraudulent bill collectors who a[illegible]empt to sue for payments not owed. The protagonist illustrated his day in court resulting in the successful defeat of the antagonist who was trying to collect for a television set that did not work.

Converting Weights, Measures and Money

AMERICAN METRIC BEEF COOKBOOK
National Live Stock & Meat Board
Available from the North Dakota Beef Commission
107 North 5th Street
Bismarck, North Dakota 58505
1976 free 128 pp pb

Cooking vocabulary may need to be taught to low level students before using this book, but it could be adapted for most levels. It is an excellent resource providing delightful activities in the use of metrics and cooking. Ingredients, customary measures and metric measures are listed. Color photos, meat cut charts, cooking timetables, conversion tables, vocabulary list and index are included along with helpful hints and an introduction to metrics.

BE INFORMED ON USING MEASUREMENTS Be Informed Series
Unit 13
Hubbard, Eddie
New Readers Press
Box 131
Syracuse, NY 13210
1970 $.85 040 pp self cover 5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

FUNDAMENTAL FACTS ABOUT UNITED STATES MONEY

Federal Reserve Bank of Atlanta
Atlanta, Georgia
1976 free 16 pp pam TR

Good for teacher resource information, this pamphlet describes or explains: the features on currency what these features mean; how money gets into circulation; what happens when it wears out; how to redeem damaged money; and the types of coins minted in the United States.

GOING METRIC

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

Going Metric helps students adapt to the metric system by explaining its principles and advantages.

Converting Weights, Measures and Money

INVESTIGATING METRIC MEASURE
Bitter, Gary G. and others
McGraw-Hill Book Company, Webster Division
28th Floor
1221 Avenue of the Americas
New York, New York 10020
1975 $1.98 102 pp soft cover 7-8 gr.

This workbook contains lively, practical activities which adult students would enjoy while learning about using the metric system. The illustrations are clear, the type is clean and the pages are pleasantly uncluttered. A pre-test is provided for diagnosis. Exercises, graphs and charts are plentiful. Excellent for use by an ABE teacher who knows the math and reading levels of the students.

LEARNING ABOUT MEASUREMENT
Bohn, Raymond J. and Wool, John D.
Frank E. Richards Publishing Co.
330 First Street, Box 370
Liverpool, New York 13088
1969 $1.75 64 pp soft cover

This worktext deals with a variety of common measurement concepts. Lots of exercises and illustrations. Written for students living at home in a family situation, the worktext is adaptable for lower level ABE students. It is written in a non-patronizing forthright manner. Partial content: Kinds of measurement, tools of measurement, the ruler, liquid measurement, solid measurement, etc.

MEASURING THE METRIC WAY
Lay, Richard Allan
Frank E. Richards Publishing Co., Inc.
330 First Street, Box 370
Liverpool, NY 13088
1975 $2.25 71 pp soft cover ABE II

This is a basic worktext designed to introduce the Metric System--measuring length, distance, speed weight, volume and temperature. It deals with only the most commonly used metric units considered essential for consumer survival in the coming metric world. Included are diagrams, questions and answers, things to do, and Metric Conversion Tables.

METRIC MEASUREMENT, A HANDBOOK FOR EDUCATORS
Beardslee, Edward C. and Jerman, Max E.
Available from Mr. Elden B. Egbers
Supervisor of Math Programs
Office of State Sup't of Public Instruction
Old Capitol Building
M/S FG-11
Olympia, Washington
1978 $ -- 102 pp plastic spiral TR

Intended for inservice teacher training programs. Provides suggestions for introducing, developing and applying the metric system in the K-12 school system. A section on introducing adults to metrics is included. References, materials and available resources are listed. Projects for each grade level are provided. Useful to ABE teachers.

MONEY Learning Activity Package 34
Providence Adult Education Department
(©1975) $.50 soft cover 16 pp ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

This learning activity package is aimed at teaching our U.S. money system to non-English speaking adults. Teaching strategies include realia, illustrations and counting and vocabulary exercises. (Annotation quoted from ABC's in APL) Note: Also suitable for adult Special Education.

SI* A METRIC WORKBOOK FOR TEACHERS OF CONSUMER AND HOMEMAKING EDUCATION
Orange County Department of Education, Carole Bielfield
P.O. Box 11846
Santa Ana, CA 92711
1973 $1.50 77 pp TR

SI, the International System of Units, will soon be in use in the United States. This workbook aims to teach educators how metrics is used in daily activities in American homes. The booklet could be used as the basis for an in-service workshop on metrics. A complete transparency presentation is included along with directions for setting up round robin activity stations for self instruction. A reference section is included.

TEACHING METRICATION

Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 7 pp pam TR

Part of the Educator Resource Series, this guide describes methods and materials that can be used to teach metrics. It includes instructional objectives, suggested learning experiences and practical applications.

WHAT ABOUT METRIC
U.S. Department of Commerce
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 14 pp pam

Advantages and growing use of the metric system; conversion tables for weight, length, volume and temperature.

Converting Weights, Measures and Money

WHAT YOU CAN USE FOR MEASURING CUPS AND SPOONS
Circular HE-94
Cooperative Extension Service
Auburn University
Auburn, Alabama
nd free 3 pp leaflet

Measuring cups and spoons are pictured. A student can compare the size of his actual spoon against the size of the life-size illustration and determine how to measure teaspoon and tablespoon proportions. Cup and pint size containers are pictured. The text explains the number of cups in a pint, and how you can mark peanut butter (or other) containers so they can be used as measuring tools.

Consumption and the Environment

BE INFORMED ON POLLUTION Be Informed Series Unit 20
Koschnick, Kay
New Readers Press
Box 131
Syracuse, NY 13210
1974 $.85 040 pp self cover 6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

CAN WE DO SOMETHING ABOUT THE WEATHER?
Bulletin 605, Ag. Experiment Sta., Kansas State U.
Available from the Weather Modification Board
Box 1833
Bismarck, North Dakota 58501
1977 $ -- 11 pp stapled TR

"This publication assesses scientific (written in layman's language) information about cloud-seeding and summarizes results from cloud seeding programs. Readers should gain an appreciation of the complexities of weather modification as well as a vocabulary of terms needed to discuss the subject. The report is the committee's best appraisal of modifying weather to enhance agricultural production in the North Central region of the United States."

Consumption and the Environment

ENERGY BALANCE IN THE HOME No. 70

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

HOW TO LEARN MORE ABOUT NORTH DAKOTA'S MAJOR NATURAL RESOURCE - SOIL EB No. 9
Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1971

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

IN THE BANK . . . OR UP THE CHIMNEY?
U.S. Department of Housing and Urban Development
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $1.70 73 pp booklet

Illustrated how-to instructions for weather-stripping, caulking and installing storm windows and insulation in your home; how to choose a contractor; includes guide for choosing methods of energy conservation and estimates of potential savings.

LAND USE - A reprint from the National Voter, Spring 1975
League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1975 $? 8 pp leaflet TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

Consumption and the Environment

THE REAL CLASSROOM

State Soil Conservation Committee
State Capitol - 18th Floor
Bismarck, North Dakota 58505
nd free brochure

Excellent services are offered to teachers by the SCS. This brochure explains what they are. Although present activities are planned for secondary school classes, the SCS and Cooperative Extension Service are generally very happy to adapt their aids to their audience. They can assist faculty in planning conservation ed activities; can aid groups in planning outdoor classrooms; can develop a conservation plan for school grounds; can help obtain study materials.

SO YOU'D LIKE TO DO SOMETHING ABOUT WATER POLLUTION

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
rev. 1973 $.15 leaflet TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

SOIL EROSION BY WATER AND ITS CONTROL SC616

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1977

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

SOLID WASTE, IT WON'T GO AWAY . . . A SAMPLING OF WHAT CITIZEN LEADERS CAN DO

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1974 $.25 14 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

WATERSHED PROGRESS IN THE PEACE GARDEN STATE

U.S. Department of Agriculture
North Dakota State Soil Conservation Committee
State Capitol - 18th Floor
Bismarck, North Dakota 58505
nd free np soft cover 9-12 gr.

Water is an important problem in North Dakota. In the last 13 years local people started small watershed projects and were helped by the SCS and others through Public Law 566. This booklet reports the progress of the watershed activities by counties and soil conservation districts. Large photos illustrate the text which is printed in blue. A center-fold map, in full color, pinpoints each project and its current stage of development. Could be adapted for ABE students interested in farming and water resources.

Credit

BE INFORMED ON PERSONAL CREDIT Be Informed Series Unit 1

Ludwig, Stephen
New Readers Press
Box 131
Syracuse, NY 13210
1976 $.85 40 pp self cover 5-6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BUYING ON TIME Circular HE-62

Bryan, Elizabeth L. and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

Credit

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN USING CONSUMER CREDIT WISELY (Unit III)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1975 $1.00 24 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

DO'S AND DON'TS OF CREDIT Circular HE-60
Bryan, Elizabeth and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

THE EMERGENCY PROBLEM -- WHAT TO DO ABOUT IT

National Foundation for Consumer Credit
Federal Bar Building, West
1819 H Street, NW
Washington, DC 20006
free pam

The title of this pam explains its content.

HOME MORTGAGE
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 20 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. on the Gunning Fog Index. Pre- and post-tests provided.

HOW TO FIGURE THE DOLLAR COST OF CREDIT Circ. HE-63
Bryan, Elizabeth L. and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

HOW TO FILL OUT A CREDIT APPLICATION
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

HOW TO FILL OUT A LOAN APPLICATION
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

INSTALLMENT BUYING
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 13 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog index.

REASONS FOR AND AGAINST CREDIT Circular HE-59
Bryan, Elizabeth L. and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

SHOP FOR YOUR LOAN
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

SHOULD YOU USE CREDIT? Circular HE-58
Bryan, Elizabeth L. and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

UNDERSTANDING CONSUMER CREDIT
Bohlman, H. Mac and Bohlman, Herbert W.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1975 $1.38 45 pp soft cover 6-8 gr.

The four booklets in this series cover problem areas in personal and family money management; how to get the most for each dollar; how to safeguard income and property. Each informational chapter is followed by several exercises which reinforce learning. Topics covered include: What is credit? Good reasons for borrowing; The cost of borrowing; Your ability to borrow; Types of buying; Borrowing with collateral; Things to watch out for; Government services; etc.

USING CREDIT CARDS Learning Activity Package 73
Providence Adult Education Department
nd $.50 17 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This Learning Activity Package was developed because it was observed that adults are often wary of using credit cards & frequently misuse them. After completing this student/teacher worktext, the adult will be able to apply for & use a credit card properly. Students fill out an application for a credit card, read & discuss the card holder's agreement & become familiar with deducting interest on income tax returns. Vocabulary & comprehension skills are emphasized. Post test provided.

USING CREDIT: YES, NO OR MAYBE?
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

USING RETAIL CREDIT

Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 19 pp pam

This 19-page "Before you Buy" booklet describes the uses of credit and contains sample budget, credit application and installment contract forms. The reading level is advanced, but the forms are useful for all levels. Clearly printed, in color. Free. (Annotation quoted from A Curriculum Guide for Adult Educators.)

WAYS TO SAY "CHARGE IT"
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

Credit

WHAT IS CREDIT? Circular HE-57
Bryan, Elizabeth L. and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

WOMEN AND CREDIT

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1974

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

YOUR CONTRACT WHEN USING CREDIT
Bryan, Elizabeth and Thornton, Nancy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

Food

BUYING BEEF Leaflet YHE-17
Overby, Dorothy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 3 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title was listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

COMPARATIVE SHOPPING Learning Activity Package 33
Providence Adult Education Department
nd $.50 29 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Objectives of this consumable student/teacher worktext involve unit pricing as used in supermarkets, computing unit prices, container sizes, "dating", meat buying. Teaching strategies used to achieve the objectives include reading stories, answering comprehension questions, using vocabulary lists, doing exercises. Evaluation procedures are provided.

THE COMPARISON SHOPPER: HOW TO FIGURE COST PER OUNCE IN A PACKAGE
Human Resources Development Council
2714 Montana Avenue
Billings, Montana
1961 free

The Comparison Shopper is a circular "slide rule" device for figuring unit prices.

CONSUMER EDUCATION: FOODS AND HOUSEHOLD ITEMS Learning Activity Package 32
Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 25 pp self-cover ESL 1

This teacher/student worktext enables adults to recognize and pronounce the names of foods and common household items. It enables adults to move confidently in the supermarket environment and to shop wisely and successfully. Field trips, shopping guides, vocabulary and verb usage worksheets are some of the methods and materials used in this LAP. Evaluation methods are suggested.

Food

CONSUMER EDUCATION. PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS, FOOD (Unit IV, Part I)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1973 $1.50 34 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

DINING OUT SKILL TEXT

Special Service Supply
Box 705
Huntington, New York 11743
1968 $1.60 50 pp soft cover ABE

Functional language is brought to students through a variety of menus. Students practice computation problems from reproductions of actual menus. Suitable for mid-level ABE students.

FOOD FOR THE FAMILY -- A COST-SAVING PLAN
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.45 22 pp pam

Guidelines for planning low-cost, well-balanced meals; includes menus and recipes.

FOOD FREEZING GUIDE HE109

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1973

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

FOOD STAMPS Learning Activity Package 23
Providence Adult Education Department
nd $.50 20 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher worktext is designed to inform the students of food coupons and their uses. Objectives are to enable students to understand procedures for acquiring food stamps. Students learn which stores accept food stamps. They learn to recognize, identify, and label food coupons. Vocabulary and computation exercises are provided. Post-test is included.

FOOD STAMPS FOR SENIOR CITIZENS Learning Activity Package 45
Providence Adult Education Department
nd $.50 16 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text is designed to enable the older student to understand the requirements for Food Stamp eligibility and how Food Stamps are used. Written dialogues between senior citizens and Food Stamp office personnel provide a question and answer format for introducing new information. This information is reinforced through a variety of activities and learning aids. A post-test is provided.

HOW TO BUY MEAT FOR YOUR FREEZER
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.45 27 pp pam

Describes cuts, quality, grading system, how to compare prices, and how to buy.

KITCHEN KNOW-HOW Learning Activity Package 40
Providence Adult Education Department
nd $.50 23 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

Objectives of this consumable student/teacher worktext involve understanding the four basic food groups, identifying cooking utensils, becoming familiar with common cooking terms found in recipes, using U.S. standard measurement in relation to cooking, and acquiring recipes for foods from different food groups. Vocabulary study, comprehension drills and a variety of activities are provided. Evaluation procedures are listed.

Food

LABELS ARE THE WINDOWS OF CANS Leaflet YHE-5
Overbey, Dorothy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd   free   4 pp   leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

MASTER CAKE AND COOKIE MIX HE 146

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1975

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

PLANNING MEALS AND SHOPPING
Weaver, Ann A.
Fearon-Pitman Publishers, Inc.
6 Davis Drive
Belmont, California 94002
1970 $2.36   58 pp

In this workbook, students are shown in simple steps ". . . how to plan meals, budget food money, prepare shopping lists, compare food stores, shop wisely, and store food." (quoted from the Bibliography of Reading Materials for Basic Reading and English as a Second Language, published by Literacy Volunteers of America, 1977.) Plentiful illustrations, charts, photos, activities and exercises.

RESTAURANTS Learning Activity Package 49

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50   25 pp   self-cover   ESL 2

This consumable student/teacher worktext aims to enable students to choose a restaurant, read the menu, order, and pay for the meal. Teaching strategies include: reading dialogues and passages, coin comprehension, grammatical and computation exercises and participating in role-playing situations. Evaluation techniques are suggested.

SHOPPING LIST SAVINGS
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

SOYBEANS IN FAMILY MEALS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.45   26 pp   pam

Tips for using soybean products in menu planning; includes recipes.

STORING VEGETABLES AND FRUITS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.40   18 pp   pam

Prolonging the life of fresh fruits and vegetables by storing in basements, cellars and outdoors.

THE SUPERMARKET TRAP
Cross, Jennifer
Indiana University Press
10th and Morton Streets
Bloomington, Indiana 47401
1976 $3.50   306 pp   pb   TR

An excellent teacher resource, this book was written primarily to tell consumers more about food industry operations at a time when food prices are rising and housewives are anxious to know if they are getting the most for their money. The focus is on the supermarket - the traps and competitive conditions that affect the shopper. Most of the information has been obtained from industry and government sources.

TEXTURED PLANT PROTEIN PRODUCTS: NEW CHOICES FOR CONSUMERS
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975   ($.60)   6 pp   pam

How they are made, their uses as meat extenders and replacements and their nutritional value.

Food

WAYS TO SAVE MONEY AT THE MARKET
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

YOUR MONEY'S WORTH IN FOODS

Peterkin, Betty and Cromwell, Cynthia
Home and Garden Bulletin Number 183
United States Department of Agriculture
Agricultural Research Service
Hyattsville, Maryland 20782
1977 $? 28 pp self cover

ABE students will find information on meal planning and food shopping. The booklet is for anyone interested in economizing on food and using food money wisely. This is an excellent resource, but may need to be modified for use by low and mid-level ABE students.

Goods and Services

BE INFORMED ON WISE BUYING Be Informed Series
Unit 14
Baer, Katie
New Readers Press
Box 131
Syracuse, NY 13210
1973 $.85 @40 pp self cover 5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

Goods and Services

BUYING A USED ELECTRIC STOVE Circular HE-218
Speakman, Genta S.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 4 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

BUYING A USED GAS STOVE Circular HE-219
Speakman, Genta S.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 4 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

BUYING A USED REFRIGERATOR Circular HE-217
Speakman, Genta S.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 4 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University

BUYING A USED WASHING MACHINE Circular HE-224
Speakman, Genta S.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 4 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

BUYING BY MAIL

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 16 pp soft cover ESL 3

This Learning Activity Package was developed to teach adults how to order and buy things by mail. Teaching activites include illustrated vocabulary lists, reading passages, comprehension questions, tape script, sample forms and games. The LAP is designed for 1st level ABE students. (Annotation quoted from ABC's in APL)

BUYING GUIDES Family Development Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 112 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers wise buying, food shopping, clothes buying, home furnishings buying, home appliances buying and legal aspects of buying. Many exercises, photos and illustrations. Appealing format.

BUYING USED FURNITURE AND APPLIANCES Learning Activity Package 39
Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 27 pp self-cover ESL 2

Many adults go into debt by purchasing new furniture for their homes. This consumable teacher/student worktext was designed to acquaint students with the availability of used furniture and appliances. Grammar and vocabulary exercises, flea market and garage sale ad exercises, comprehension questions, grammar exercises and drills are included in the teaching strategies. Evaluation procedures are provided.

CARPETS AND RUGS
General Services Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.90 32 pp pam

Fibers, textures, regulations for labeling and flame-resistance, selection installation and care.

CATALOG, MAIL ORDER
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, IA
(1977) $ -- 57 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog Index. Pre and post test provided.

CHOOSING AND USING HOME EQUIPMENT
Beveridge, Elizabeth
Iowa State University Press
South State Avenue
Ames, Iowa 50010
1976 $5.50 108 pp plastic spiral TR

"This laboratory workbook reviews and presents in capsule form many of the facts and principles that lead to an understanding of how equipment works. Experiments afford opportunities to apply the principles and to assist the user to manipulate and use each item to achieve specific purposes." The guide includes a focus on energy, its importance and ways and means for its conservation. A useful planning guide for ABE teachers.

COMPARISON SHOPPING
Consumer Education Curriculum Project
Katny Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 23 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog Index. Pre- and post-tests provided.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS, CLOTHING (Unit IV, Part II)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1973 $1.00 36 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS, HOUSEHOLD FURNISHINGS AND APPLIANCES (Unit IV, Part III)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1976 $1.00 36 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN BUYING SERVICES (Unit V)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1976 $1.00 26 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

ELECTRICAL APPLIANCES Learning Activity Package 43

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 25 pp self-cover ESL 1

Students will know the names of common electrical appliances and their general use in the home after completing this consumable student/teacher worktext. Dialogues, paragraphs, illustrations, flash cards, cassette tapes, language master cards, games and exercises are used to teach vocabulary, grammar, comprehension and reading skills within the context of the subject matter.

FUNERALS -- BURIALS -- BENEFITS HE208

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1972

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

HOW TO SAVE 30 MINUTES A DAY

Rubbermaid, Inc.
Home Service Center
Wooster, Ohio 44691
free pam 5-6 gr

This pam describes how to wash dishes quickly and efficiently. Appealing, high interest illustrations. Vocabulary list. Useful for ABE.

HOW TO SELECT FLOOR COVERINGS
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

HOW TO SELECT FURNITURE
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

HOW TO SELECT MAJOR HOME APPLIANCES
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

HOW TO SELECT PAINT AND WALL COVERING
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

HOW TO SELECT WINDOW TREATMENTS
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

LET'S DECORATE THE BATHROOM
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

PORTABLE HUMIDIFIERS
General Services Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.35 7 pp pam

Selection, safe use and care.

THE PRICE OF DEATH
Federal Trade Commission
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1975 $1.05 35 pp pam TR

Discusses the choices available for a funeral, cemetery space, and grave marker; how to make price-value comparisons to minimize funeral costs; includes a glossary of terms and a section on how to conduct a survey in your community.

ROOMS AND FURNITURE IN AN APARTMENT Learning Activity Package 36
Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 26 pp self-cover ESL 1

Large diagrams, illustrations and tape cassettes are used to enable adults to identify and name the rooms and furniture of an apartment. Students label diagrams and form questions and answers using numbers and prepositions in oral sentences. This consumable teacher/student worktext provides review exercises, a written test and a game for evaluation purposes.

SAFE USE OF MICROWAVE OVENS
Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1974 free 2 pp leaflet

A reprint from the July 1, 1974 issue of Consumer News, this leaflet includes information on standards for safety of microwave ovens, and tips for purchasing them.

Goods and Services

SAVE MONEY ON DRUGS Learning Activity Package 78

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 14 pp self-cover ABE/HSE

When completed, this student/teacher worktext will enable the adult to spend less money on necessary medicines. Generic/brand name, prescription/non-prescription and store-to-store comparisons are made. NCSC Prescription Plan is discussed. Reading, vocabulary, comprehension, computational and consumer awareness skills and knowledge are included. Evaluation criteria and a post-test are provided.

TOOLS Learning Activity Package 4
Providence Adult Education Department
nd $.50 49 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text enables the adult to identify many common tools. Illustrations, real hand and power tools, flash cards, transparencies and language master cards are used. A post test is provided.

TOOLS AND THEIR USES
Bureau of Naval Personnel
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
(1974) $1.95 179 pp

Comprehensive manual on selecting, using, sharpening and repairing hand tools and power tools. These are tools commonly used to work on your home, boat and car.

VACUUM CLEANERS
General Services Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1972 $.35 15 pp pam

Selection, use and care.

Housing

ABOUT PLUMBING

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

About Plumbing explains how to make minor repairs, what to do in an emergency and when to call a plumbing contractor.

ADD-A-ROOM

American Plywood Association
119 A Street
Tacoma, Washington 98401
1963 free

This and other useful titles are available from the Association.

ADDING CARPORTS, GARAGES, STORAGE
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 free 5 pp pam

Includes checklist for determining space needs.

BE INFORMED ON BUYING A HOUSE Be Informed Series Unit 4
Humphrey, Kenneth E.
New Readers Press
Box 131
Syracuse, NY 13210
1968 $.85 @40 pp self cover 6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BE INFORMED ON RENTING A PLACE TO LIVE Be Informed Series Unit 6
Ludwig, Stephen
New Readers Press
Box 131
Syracuse, NY 13210
1976 $.85 @40 pp self cover 5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

Housing

BETTER LAWNS

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.50 30 pp pam

Preparation, selection of grasses, planting and care.

BUYING AND FINANCING A MOBILE HOME

U.S. Dept. of Housing & Urban Development
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 9 pp pam TR

Contains information on purchasing and financing a mobile home.

BUYING LOTS FROM DEVELOPERS

U.S. Department of Housing and Urban Development
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.50 26 pp pam

What to ask about a property and the contract before you sign; information the developer must give you under the law.

A CLEAN HOUSE PREVENTS FIRE

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

A Clean House Prevents Fire promotes the idea that a "clean house seldom burns". It's an easy-to-read guide to a fire-safe home.

CONSTRUCTION GUIDES FOR EXPOSED WOOD DECKS

Forest Service, U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1972 $1.20 78 pp booklet

Offers guides to the design, finishing, and treatment of outdoor wood decks to insure user satisfaction. Both good and poor construction details are amply illustrated for the benefit of architects, builders, and homeowners.

CONSTRUCTION WITH SURFACE BONDING

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.45 18 pp pam

How to build concrete block walls without mortar joints.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN HOUSING (Unit VIII)

Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1976 $1.00 31 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

CONTROLLING HOUSEHOLD PESTS

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.45 30 pp pam

Procedures and proper pesticides for controlling rats, cockroaches, termites, clothes moths, carpet beetles, etc.

COOLING YOUR HOME

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1974 $.50 15 pp pam

Cooling Your Home describes many ways to keep cool in hot weather -- from landscaping to cooling equipment maintenance.

DESIGNING KITCHENS FOR SAFETY

U.S. Department of Housing and Urban Development
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 8 pp pam

Planning for efficiency and safety in the early stages of construction will prevent hazards later when the house is complete and structural changes expensive. This booklet offers planning pointers.

DESIGNS FOR LOW-COST WOOD HOMES
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1969 $.50 30 pp pam

Sketches and model floor plans; how to select economical, durable materials; order forms for working plans.

DRAINAGE AROUND YOUR HOME
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.35 8 pp pam

How to correct drainage problems caused by flooding, seasonal high water tables and slow soil permeability.

DUTCH ELM DISEASE PP324

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

ELECTRICITY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Electricity gives practical facts about electricity -- how to replace fuses, cost of usage, description of appliances, etc.

EXTERIOR, INTERIOR WALL MATERIALS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 free 4 pp pam

Advantages and disadvantages of aluminum siding, stucco, brick, wet and dry walls, paneling, wallpaper, moldings, etc.

FINDING AND KEEPING A HEALTHY HOUSE
U. S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.60 22 pp pam

How to identify and protect your home from water damage, wood decay, and destructive insects such as termites, beetles, and carpenter ants.

FIREPLACES AND CHIMNEYS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1971 $.40 23 pp pam 6 gr.

Selection of materials, construction and maintenance.

HEATING YOUR HOME

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Heating Your Home presents practical information about reducing the amount of energy consumed in home heating.

HOME BUYER'S VOCABULARY
U.S. Department of Housing and Urban Development
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 14 pp pam

Intended to aid potential home buyers in understanding words and terms used in real estate transactions. There Terms are defined as they are commonly understood in the mortgage and real estate industry. Definitions are short and general. Defines 68 terms.

HOME HEATING
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.45 24 pp pam 8 gr.

Installation, operation, maintenance and costs of the most commonly used heating systems.

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HOME INSULATION No. 60

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1974

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

HOMEBUYERS . . . SOIL SURVEYS CAN HELP YOU
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.35 7 pp pam

How soil surveys before building can help you avoid problems of flooding, erosion, uneven settling, high water tables and surface bedrock.

HOUSE CONSTRUCTION: HOW TO REDUCE COSTS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.35 16 pp pam 6 gr.

Guidelines for savings in location, style, interior arrangements and in selection of materials and utilities.

HOUSEKEEPING DIRECTIONS . . . A SIMPLIFIED GUIDE

The Soap and Detergent Association
475 Park Avenue South
New York, New York 10016
1976 free 60 pp soft cover 5-6 gr

"This consumer information guide explains in simple language ways to perform housekeeping, dishwashing and laundering tasks." The plentiful illustrations, appealing format and relevant content make this workbook-sized manual excellent for ABE students. There are sections on how to clean household items, dishes, clothing; and a section on safety.

HOUSING
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 29 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog Index. Pre- and post-tests provided.

HOUSING Learning Activity Package 26
Providence Adult Education Department
nd $.50 27 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

Many low-income adults live in sub-standard housing because they are unaware of their rights and responsibilities as tenants. This consumable student/teacher worktext makes adults aware of housing requirements and the means by which they can improve their life style and home environment. Vocabulary, grammar, comprehension and reading skills are introduced in the context of the subject matter. Evaluation exercises are provided.

HOUSING DOLLARS
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 61 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog Index. Pre- and post-tests provided.

INSULATION AND HEAT LOSS AED-13

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1970

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

Housing

KITCHEN PLANNING BASICS
Hidden Value Series
Consumer Information Services
Sears, Roebuck and Co., Dept. 703
Sears Tower
Chicago, Il 60684
1976 free 15 pp pam TR

Each 15-page booklet in this series focuses on a particular topic. Some give tips on buying products, others concern home decorating, fashion and credit. All are illustrated in color and many contain charts, graphs and sample forms. (Annotation adapted from A Curriculum Guide for Adult Educators.)

LANDLORD RENTER SERIES (6 booklets)
McGlothlin, Mary Ann
Washington State University, Home Ec. Education
White Hall - 210
Pullman, WA 99164
1977 $ -- @ 25 pp ea. pam 5-8 gr.

Large print, clear line drawings and simple wording explain landlord/renter problems and what can be done about them. Titles are: Landlords & Renters: Their Rights and Responsibilities. Rental Deposits: What Are They? Rental Agreements: What Do They Say? Getting Things Fixed. Getting Problems Settled. Moving Out. May need altering to agree with state codes or laws in your area. Excellent for ABE. Reviewed by the Adult Consumer Ed Project of the Northwest Regional Lab and included in their 'C-B Resource Listing for Cons. Ec.'

LET'S BE FRIENDS WITH ELECTRICITY Leaflet YPH-12
Cox, William T.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 4 pp leaflet

This is a 'how-to-do-it' for eliminating electrical hazards at home. It is only one of the attractive, well illustrated pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

MAKING THE MOST OF YOUR ENERGY DOLLARS IN HOME HEATING AND COOLING
U.S. Department of Commerce
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.70 16 pp pam

How to design and estimate the cost of the best combination of insulation, storm windows and doors, weatherstripping and caulking for maximum savings in home heating and cooling.

MS. FIX IT'S ELECTRICAL REPAIRS HE216

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1974

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

MS. FIX IT'S FLOOR AND WALL REPAIRS HE217

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1974

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

MS. FIX IT'S TOOLS: SELECTION, USE & CARE HE215

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1974

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

THE OUTSIDE OF AN APARTMENT

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 soft cover ESL 2

This LAP was developed for ESL use. Because of the observed need of adult students who often find it necessary to make repairs or request repairs and are unable to express the need, this package has as its objective to enable the adult student to use vocabulary in describing the outside fixtures of apartment buildings and houses. Teaching strategies include illustrated vocabulary, taped vocabulary, reading passages and oral and written comprehension questions. (Annotation quoted from ABC's in APL)

Housing

PAINT AND PAINTING

General Services Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 $.85 23 pp pam @5 gr.

For both interior and exterior painting, selection of equipment and paint or finish, preparation of surface and application.

PLANTING IN URBAN SOILS

U.S. Department of the Interior
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.65 23 pp pam

Soil sampling and landscape planning; tree and shrub selection, planting and care.

RENOVATE AN OLD HOUSE?

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 21 pp pam

What to consider when deciding whether a wood-frame house is worth restoring.

RENT OR BUY?

U.S. Dept. of Labor, Bulletin 1823
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1974 $.80 32 pp pam

How to compare current and long-range costs of renting vs. buying a home. For teacher reference, or for advanced students in GED prep courses that are integrated with coping skills.

SAVING ENERGY IN YOUR HOME Learning Activity Package 48

Providence Adult Education Department
nd $.50 22 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text enables the adult to identify the sources of energy in his home, sources of wasted energy in his home and methods of correcting energy wasting situations. Dialogues, reading passages, illustrations, cassette tapes, word games, comprehension and grammatical exercises introduce vocabulary and facilitate and reinforce learning. A post test is provided.

SELECTING A MOBILE HOME Circular HE-93

Speakman, Genta S.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 7 pp pam

This attractive check list is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

SETTLEMENT COSTS

U.S. Department of Housing and Urban Development
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.45 40 pp pam

What they are; documents to expect; sample forms and worksheets to compare costs; how to avoid unfair practices.

SIMPLE HOME REPAIRS . . . INSIDE

U.S. Dept. of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1973 $.65 24 pp pam 5 gr.

Guide to repairing faucets, electric plugs, cracks, broken windows, and other household fixtures. The pam is clearly written, well illustrated and has been prepared in easy, step-by-step sections to help even the most inexperienced person do simple home repair jobs. Each section is designed so that it can be easily reproduced as a separate leaflet for teaching purposes.

Housing

SIMPLE PLUMBING REPAIRS Learning Activity Package 44
Providence Adult Education Department
nd $.50 20 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text will enable the student to fix a leaky faucet, to describe problems involved in using incorrect washers, to know how to repair a toilet and to know how and when to use a plunger and other plumbing tools. Dialogue, reading passages, vocabulary, grammar, labelling and comprehension exercises facilitate learning. Evaluation criteria is given.

SIMPLE PLUMBING REPAIRS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1972 $.35 14 pp pam

Equipment and methods for repairing faucets, valves, leaks in pipes and tanks, frozen pipes, clogged drains and toilets.

SKELETONS IN THE CLOSET HE 301

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1967

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

THE TELEPHONE: YOUR TELEPHONE BILL
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

TO THE HOME-BUYING VETERAN
Veterans Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 36 pp pam 6 gr.

Useful information for non-veterans, as well as veterans; choosing a neighborhood, a lot, a house; checking or inspecting a house; financing.

UNDERSTANDING YOUR UTILITY BILLS Learning Activity Package 47
Providence Adult Education Department
nd $.50 23 pp self-cover ABE, ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher worktext aims to familiarize the student with the different types of utility bills and the billing process and payment of each. Vocabulary, grammar, comprehension skills and reading skills are taught in the context of the subject matter through the use of various utility bills, flash cards, slides, transparencies, and illustrations. Evaluation procedures are provided.

WOOD-FRAME HOUSE CONSTRUCTION
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $3.40 223 pp handbook

Comprehensive, illustrated handbook of detailed instructions and basic principles for building and insulating.

YOUR HOME

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

Your Home is a handy checklist of 32 ideas for home improvement. It covers everything from insulation to fences and hedges.

YOUR RETIREMENT HOUSING GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1975 free 47 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: How can you streamline your move . . . ? What are some of the new alternatives to traditional home ownership? What questions should you ask about a condominium development? To stay or to move? How can you make the right decision?

THE BOOKLET YOU HAVE IN YOUR HAND IS NOT DESIGNED TO SELL YOU LIFE INSURANCE

Education Services
American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1974 1 copy free 26 pp soft cover 7 gr.

This consumer booklet gives the basic facts about life insurance and how they apply to individuals and families. Reading level is about 7th grade. More difficult vocabulary words are underlined.

CASUALTY INSURANCE FOR RENTERS & HOME OWNERS
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 58 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathematicians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. using the Gunning Fog Index Pre- and post-tests provided.

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN MAKING USE OF INSURANCE (Unit IX)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1970 $1.50 68 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

DECADE OF DECISION

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1976 1 copy free 46 pp bklt TR

Useful as a teacher resource. Presents basic principles of life and health insurance and how they function as a part of total, comprehensive financial planning. Information is presented in a series of case studies to develop students' analytic skills. Numerous charts and graphs help clarify difficult concepts.

ESTATE PLANNING CONSIDERATIONS FOR NORTH DAKOTA FAMILIES EC604
Cooperative Extenstin Service
Morrill Hall
North Dakota State University
Fargo, North Dakota 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained for little or no cost from the above address or your local County Extension Agent.

A GUIDE TO LIFE INSURANCE FOR WOMEN ONLY

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1976 1 copy free 12 pp pam 10 gr.

This booklet is geared specifically to women to explain the purposes of life insurance. The guide distinguishes between the life insurance needs of married and single women and serves as a primer in explaining basic life insurance concepts.

HANDBOOK OF LIFE INSURANCE
Kelsey, R. Wilfred and Daniels, Arthur C.
American Council of Life Insurance
277 Park Avenue
New York, NY 10017
free 87 pp pam TR

Valuable as a consumer information resource, the volume is useful for teachers who want to teach about life insurance in their coping skills courses.

HEALTH INSURANCE
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 20 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Comprehension is stressed. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. on Gunning Fog index.

Insurance and Investments

HEALTH INSURANCE Learning Activity Package 18
Providence Adult Education Department
nd $.50 24 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

When completed, this student/teacher workbook will enable the adult to understand the different health insurances available to him. Differences between plans of R.I.G.H. & Blue Cross are introduced through reading passages and comprehension questions. Dialogue, comprehension questions and grammatical exercises are used to tell students how to obtain health insurance. Vocabulary is reinforced by having students write their own sentences. Evaluation procedures are outlined.

INSURING YOUR LIFE, INCOME, AND PROPERTY
Bohlman, H. Mac and others
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1975 $1.38 47 pp soft cover 6-8 gr.

The four booklets in this series cover problem areas in personal and family money management; how to get the most for each dollar; how to safeguard income and property. Each informational chapter is followed by several exercises which reinforce learning. Topics covered include Insurance: Protection against risk; Life Insurance: Background and Policies; Life Insurance: YOUR Policy; Annuities and pensions, etc.

INVENTORY OF IMPORTANT FAMILY RECORDS

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1971

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

INVESTIGATE BEFORE INVESTING, GUIDANCE FOP PROSPECTIVE FRANCHISEES
Commissioner of Securities
State Capitol
Bismarck, North Dakota 58505
nd free pam 29 pp TR

Adapted from a booklet by the same name, authored by Jerome Fels, the purpose of this pam is to serve as a source of information for those interested in learning more about franchising. The most important bit of advice offered, is suggested by the title: Investigate Before Investing! Would have to be adapted for use by students, but may be useful for those who are investigating career alternatives in class.

LIFE INSURANCE
Consumer Education Curriculum Project
Kathy Brock, Project Director
Northwest Iowa Technical College
Sheldon, Iowa
(1977) $ -- 45 pp unbound

This, one of 12 student/teacher workbooks, was developed cooperatively by a number of ABE teachers, home economists, mathmeticians, and local businessmen. Their collective common sense is evident. The teaching of basic skills is integrated with the knowledge area of Consumer Economics. Availability is not known; our copies are available for review or reproduction. Readability is variable, but averages 7-8 gr. on the Gunning Fog Index. Pre- and post-tests provided.

LIFE INSURANCE FOR YOUNG FARM FAMILIES

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1972

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

NO-FAULT INSURANCE HE226

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1975

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

PLAIN TALK ABOUT YOUR LIFE INSURANCE POLICY

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
nd 1 copy free 22 pp pam TR

A life insurance policy is a legal document which uses alot of special terms. The language is brittle with legal formality. This booklet is aimed at helping you understand your insurance contract. Only by reading the contract itself, can a person tell what is in it. This little "dictionary" is divided into key terms, special terms and legal terms. Definitions are clear and in plain language.

Insurance and Investments

SAMPLE LIFE INSURANCE POLICY

American Council of Life Insurance, Health Insurance
Institute
277 Park Avenue
New York, NY 10017
nd free 15 pp pam TR

The sample policy is representative of contracts issued by life insurance companies. It contains all the major provisions in a policy.

SETS, PROBABILITY AND STATISTICS

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
1976 to 100 free 35 pp soft cover TR

Written for high school, this booklet helps you take mathematics from the classroom and see how it applies in one real-life setting. It teaches basic concepts of sets, probability and statistics. It includes compound interest, mortality table, calculation of insurance premiums and the uses of life insurance. This individualized instruction workbook can also be used with the entire class. A teacher's key is provided. Not suitable for ABE but may be useful for advanced student preparing for GED tests.

Taxes

BE INFORMED ON TAXES Be Informed Series Unit 9
Ludwig, Stephen
New Readers Press
Box 131
Syracuse, NY 13210
1976 $.85 ©40 pp self cover 5-6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

Taxes

CONSUMER EDUCATION, PROGRAMMED LEARNING INSTRUCTION IN CONSUMER TAXES (Unit XI)
Delta Pi Epsilon, Inc.
National Office, Gustavus Adolphus College
St. Peter, MN 56082
1970 $1.50 42 pp soft cover 9-10 gr.

One of 12 programmed learning units written for high school students, this booklet would need adaptation for use by ABE students. Behavior goals are listed for each unit. The text is completely narrative, interrupted by blanks to be filled in. Answers are in the margins. No illustrations. Teacher's manual is included.

TAX FACTS 1976

National Retired Teachers Association/American
Association of Retired Persons
1909 K Street, N.W.
Washington, D.C. 20049
(1976) free 73 pp pam TR

The NRTA-AARP published this pam to provide information that will be useful to retired persons when considering where they will select a retirement home. It is a broad overview which includes a summary of major state tax provisions, tax concessions, and the extent to which these concessions ease some of the financial problems of the low, fixed income, aged persons.

YOUR 1040A FORM

Providence Adult Education
396 Smith Street
Providence, RI 02908
(©1975) $.50 soft cover 25 pp ESL 3

After completing this Learning Activity Package, the adult student will be able to complete his own 1040A form. Teaching strategies which address this objective include vocabulary, reading passages, discussion, dialogues, sample forms and audio-visual materials. Designed for 1st level ABE students, this LAP would also be suitable for more sophisticated students in achieving this objective. (Annotation adapted from ABC's in APL).

ABOUT ARTHRITIS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Arthritis discusses the types of arthritis, their causes, effects and treatments. It emphasizes the importance of early medical attention.

ABOUT BREAST CANCER

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Breast Cancer explains breast self-examination and importance of regular medical check-ups to help students develop life-protecting health habits.

ABOUT DIABETES

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

About Diabetes describes types of diabetes and emphasizes that diabetics can live normal lives with proper medical care and attention to treatment.

ABOUT EMPHYSEMA

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Emphysema tells what emphysema is -- its symptoms, causes and what can be done about it.

ABOUT KIDNEYS

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

About Kidneys tells how kidneys work. It describes kidney diseases, their warning signs, treatments and more.

ABOUT SICKLE CELL

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

About Sickle Cell tells what this disease is, what causes it, who gets it and what can be done to decrease its incidence. It encourages testing and genetic counseling.

ABOUT SYPHILLIS AND GONORRHEA

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Syphillis and Gonorrhea clearly explains spread and consequences of these diseases that have reached epidemic proportions among the young.

ABOUT V.D.

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About V.D. explains venereal diseases, importance of early diagnosis and treatment; motivates students to seek treatment.

ALLERGIES AND YOU

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Allergies and You is full of helpful information. It describes types of allergies, causes, treatments, suggestions for relief and more.

ANSWERING YOUR QUESTIONS ABOUT CANCER

American Cancer Society
North Dakota Division, Inc.
I. Robertson Phillips, M.D., Pres.
P.O. Box 426
Fargo, North Dakota 58102
1971 free 23 pp pam

ABE teachers may find this pam useful for their intermediate readers. It contains answers to questions about cancer frequently asked of physicians.

ANSWERS TO SOME QUESTIONS ABOUT ALLERGY AND THE ALLERGIC DISEASES

Allergy Foundation of America
801 Second Avenue
New York, NY 10017
nd free pam TR

Three questions are discussed: Just what is my trouble? Can I be cured? How long will it take? Additional basic information is also provided. The problem of allergy is often not well understood by the general public and this pamphlet attempts to clarify the problem.

ANSWERS TO THE QUESTIONS PEOPLE ASK ABOUT EPILEPSY

Epilepsy Foundation of America
1828 L. Street, NW
Suite 406
Washington, D.C. 20036
free pam

This is just one of the many free informational pamphlets available from the Foundation.

ARTHRITIS IN CHILDREN

The Arthritis Foundation, National Office
1212 Avenue of the Americas
New York, NY 10036
nd free leaflet 7 gr.

Arthritis in Children explains the symptoms, treatment, and consequences of arthritis in juveniles.

CANCER OF THE . . .

American Cancer Society
North Dakota Division, Inc.
P.O. Box 426
Fargo, ND 58102
free

Individual informational pamphlets on various cancers including CANCER OF THE: Breast, Colon and Rectum, Lung, Mouth, Oral Cavities, Skin, Uterus.

CANCER, WHAT TO KNOW, WHAT TO DO ABOUT IT
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 8 pp pam @ 12 gr.

Describes what cancer is and what to look for. Preventative measures and treatment are outlined.

CANKER SORES AND FEVER BLISTERS
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1972 $.35 14 pp pam

Causes and treatment.

THE COMMON COLD

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

The Common Cold tells how colds spread, how to avoid them and how to minimize colds' miseries and complications. It can help decrease absenteeism.

COUGHS AND COLDS Learning Activity Package 15

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 19 pp self-cover ESL 1

After completion of this student/teacher worktext, the student will be able to recognize the symptoms of the common cold, know what medications are available for the treatment of cold symptoms and will know proper home treatment for colds and sore throats. Vocabulary, comprehension and sentence construction are emphasized and vocabulary is reinforced. Dialogues, stories, illustrations, games, cassettes, flash cards, etc., are used. Post-test is provided.

FOOD ALLERGY

Allergy Foundation of America
801 Second Avenue
New York, NY 10017
nd $.50 12 pp pam TR

An informational pamphlet relevant for 17% of the American population. Causes, symptoms, important foods, diagnosis, skin tests, treatment, food additives and research are all discussed in relation to allergies.

HARDENING OF THE ARTERIES, CAUSE OF HEART ATTACKS
National Heart and Lung Institute
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
nd $.30 12 pp pam TR

Information is provided on what arteries are, how they harden, and on how hardening of the arteries is related to heart attacks.

HEADACHE, HOPE THROUGH RESEARCH
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 19 pp pam

Types of headaches, their causes, and what you can do to relieve them.

HEART ATTACK Learning Activity Package 22
Providence Adult Education Department
nd $.50 33 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Six specific objectives of this student/teacher workbook are aimed at familiarizing students with what a heart attack is and how to prevent one. Reading passages, diagrams of heart and lungs, vocabulary lists, comprehension exercises, verb exercises, dialogues, etc., are used to facilitate learning. Evaluation procedures are provided.

HIGH BLOOD PRESSURE

American Heart Association, Write to:
Dakota Affiliate
1005 12th Ave. S.W.
Box 1287
Jamestown, ND 58401
1974 free 12 pp pam

This is an informative booklet to help you find out what high blood pressure is, what it can do to you and your body, and how YOU can control it. Two-color illustrations. Useful for intermediate ABE students.

HOW TO COPE WITH ARTHRITIS
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.60 28 pp pam

Types, symptoms and treatment of arthritis and related diseases.

HYPERTENSION NIH No. 1714

National Heart and Lung Institute
Office of Heart and Lung Information
Bethesda, MD 20014
1969 free pam

This pam is just one of the many informative educational materials available from the National Heart and Lung Institute. Write for their catalog.

INSOMNIA
National Institute of Mental Health
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 free 2 pp pam

Medical and psychological causes; home remedies and when to see a doctor.

POLLEN ALLERGY
National Institute of Allergy & Infectious Diseases
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.40 16 pp pam

Causes, symptoms and treatment.

THE TRUTH ABOUT ASPIRIN FOR ARTHRITIS
The Arthritis Foundation, National Office
1212 Avenue of the Americas
New York, N.Y. 10036
1970 free leaflet 10 gr.

Topics include what can and can't be helped by aspirin, how aspirin is taken to help arthritis, how advertising is often misleading, quackery, and do's and don'ts for arthritics.

THE TRUTH ABOUT DIET AND ARTHRITIS
The Arthritis Foundation, National Office
1212 Avenue of the Americas
New York, N.Y. 10036
1970 free leaflet 8 gr.

The fact that there is NO special diet for arthritis, is emphasized in this leaflet. Arthritics are cautioned against the advice of well meaning friends and not-so-well-meaning quacks.

VARICOSE VEINS
National Heart and Lung Institute
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.40 9 pp pam

Causes, symptoms and treatment.

VD: IT COULD HAPPEN TO YOU
Phillips, Maxine
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.35 16 pp pam 5-6 gr.

Besides describing the symptoms, treatment and prevention of syphilis and gonorrhea, this booklet also discusses other venereal diseases that are a growing problem. Non-venereal conditions that can frighten and upset the uninformed are also discussed. The text contains no illustrations.

WATCH YOUR BLOOD PRESSURE!
Irwin, Theodore
Public Affairs Pamphlet No. 483A
381 Park Ave. S.
New York, NY 10016
Source: High Blood Pressure Information Center
120/80 National Institutes of Health
Bethesda, Maryland 20014
1976 free 28 pp pam 11 gr.

Describes the types of hypertension, explains possible causes, prevention measures, diagnosis procedures, treatment and control measures.

WHAT EVERY WOMAN SHOULD KNOW ABOUT HIGH BLOOD PRESSURE
National High Blood Pressure Education Program
National Heart, Lung and Blood Institute
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 free 1 p pam

High blood pressure is discussed in relation to 'the pill', pregnancy, if you're black, if your family has a history of high blood pressure, the cure for high blood pressure, how it is measured, and what the numbers mean.

YOU AND YOUR BLOOD PRESSURE

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

You and Your Blood Pressure explains hypertension: causes, diagnosis, treatment. Students should know about this increasingly common health threat.

YOU AND YOUR EYES

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

You and Your Eyes describes diseases of the eye and the importance of eye care. It gives safety tips and first aid advice for eye emergencies.

YOU AND YOUR HEART

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

You and Your Heart explains quickly and simply how the heart works and what goes wrong to bring on the various ailments related to heart attack.

WHAT IS DIABETES

American Diabetes Association
1 West 48th Street
New York, NY 10020
free pam

One of the many informative pamphlets available from the 'Association'.

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ABC'S OF DRINKING AND DRIVING

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

ABC's of Drinking and Driving presents facts on the effect of drinking, blood alcohol concentration laws, stages of alcoholic influence and more.

ABOUT ALCOHOL

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Alcohol explains the physical and psychological effects of alcohol, stages of intoxication, why people drink and stages of alcoholism.

ABOUT ALCOHOLISM

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Alcoholism presents the FACTS about America's No. 1 drug problem -- alcoholism: its causes, effects, symptoms. Treatments are described in a brief, clear manner.

ABOUT DRUG ABUSE

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Drug Abuse presents some of the legal, social and medical problems caused by drug abuse. This booklet will help you help students understand this problem.

ABOUT DRUGS AND DRUG ABUSE

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Drugs and Drug Abuse gives parents information they need to help protect their children from the dangers of drug abuse.

ALCOHOL ABUSE AND WOMEN
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 $.55 25 pp pam

Why some women develop drinking problems; treatment; and where to seek help.

THE ALCOHOLIC AMERICAN

Blue Cross Association
840 North Lakeshore Drive
Chicago, IL 60611
free pam

This pam is an excellent teacher resource.

AT THE DRUGSTORE Learning Activity Package 9
Providence Adult Education Department
nd $.50 21 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

Five specific objectives in this student/teacher workbook are aimed at enabling the adult to have his medical prescriptions filled and to understand the directions, and to inform him of the items and services available in his local pharmacy. Pronunciation, reading, writing names of objects, learning dialogue, computational problems and using reading passages are teaching strategies used. Evaluation procedures are provided.

BE INFORMED ON DRUGS Be Informed Series Unit 17
Koschnick, Kay
New Readers Press
Box 131
Syracuse, NY 13210
1971 $.85 040 pp self cover 5-6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BRAND VS. GENERIC DRUGS: IT'S ONLY A MATTER OF NAME
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 3 pp pam

Discusses Federal standards to assure quality and purity in generic and brand name drugs.

Drugs

DRINKING ETIQUETTE
U.S. Department of Health, Education, and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1976 $.40 13 pp pam

Guidelines for host, hostess, and guest on preventing alcohol abuse at social occasions.

A DRINKING PROBLEM, WHO ME?
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

DRUGS AND THEIR ABUSE

American National Red Cross
17th and D Streets, NW
Washington, DC 20006
free pam

This and other useful pamphlets are available from the American National Red Cross.

DRUGS AND YOU

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $50 15 pp pam

Drugs and You defines the basic categories of drugs and explains to students the dangerous effect of drug use on the body and nervous system.

HOW TO STOP SMOKING

American Heart Association
44 East 23rd Street
New York, NY 10010
free pam

This and other useful, informative pamphlets are available from the American Heart Association.

ME QUIT SMOKING? WHY?
American Lung Association, but write to:
North Dakota Lung Association
P.O. Box C
Bismarck, ND 58501
1970 free 14 pp pam 3 gr.

Adults are informed about why they should quit smoking, what may happen as a result of smoking, and what bodily changes occur when a person stops smoking. Some words may need introduction beforehand, but in general the pam makes a good resource 'reader' for any beginner. Well illustrated, not too much print on each page.

MIXING MEDICINES? HAVE A CARE!
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 free 3 pp pam

Drug interaction in the body, stressing the hazards of combining drugs.

ONE MORE FOR THE ROAD
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

PATIENTS AS PARTNERS IN HEALTH CARE
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 free 5 pp pam

How to learn about and properly use any medicine prescribed by a doctor; special section on antibiotics.

A PRIMER ON MEDICINES
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 6 pp pam

How to buy, use safely and store over-the-counter and prescription drugs.

QUESTIONS ABOUT ALCOHOL
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

QUESTIONS AND ANSWERS ABOUT DRUG ABUSE

National Clearinghouse for Drug Abuse Information
P.O. Box 1635
Rockville, Maryland 20850
free 50 pp pam

The title of this pam explains its content.

SIGNS OF USE OF SUBSTANCES FOR DRUGGING EFFECTS

Pharmaceutical Manufacturers Association
115 15th Street, NW
Washington, DC 20005
free pam

The pam is a reprint from "Teaching About Drugs, A Curriculum Guide, K-12". It is just one of the many useful educational materials available from the Association.

SMOKING AND YOUR HEART

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Smoking and your Heart describes the dangerous effects of smoking on the heart. Use this unit to encourage students to stop smoking or never start.

THE SWINE FLU
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 2 pp pam

Symptoms of swine flu , purpose of the vaccine, possible side effects.

TO SMOKE OR NOT TO SMOKE

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

To Smoke or Not To Smoke emphasizes the health hazards of smoking. It cites statistics and explains for students the psychological problems related to smoking.

UNLESS YOU DECIDE TO QUIT, YOUR PROBLEM ISN'T GOING TO BE SMOKING: YOUR PROBLEM'S GOING TO BE STAYING ALIVE.
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1972 $.35 9 pp pam

Includes tips for cutting down on smoking, as well as quitting.

WOMEN AND ESTROGEN
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 4 pp pam

Questions and answers on the use of estrogens as replacement therapy in menopause.

WOMEN AND "THE PILL"
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 free 4 pp pam

Benefits, risks, side effects; discusses alternate methods of birth control.

YOU AND YOUR PHARMACIST

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

You and Your Pharmacist describes the role of the pharmacist in the distribution of medicinal products--and the safe, effective use of drugs in the home.

ABOUT CONTRACEPTION

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

About Contraception describes process and methods of contraception and reasons for considering it. This factual, frank treatment is an excellent starting point for class discussion on a very important subject for today's students.

BE GOOD TO YOUR BABY BEFORE IT IS BORN

National Foundation of the March of Dimes
1707 H Street, NW
Washington, DC 20006
free pam

Just one of the many excellent, informative materials available from the March of Dimes.

BE INFORMED ON POPULATION Be Informed Series Unit 19
Lichtman, Gail
New Readers Press
Box 131
Syracuse, NY 13210
1974 $.85 040 pp self cover 7 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

THE BEST METHODS OF BIRTH CONTROL
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

BIRTH DEFECTS, THE TRAGEDY AND HOPE
The National Foundation
March of Dimes
Box 2000
White Plains, New York 10602
1975 free 14 pp pam 8 gr.

Includes information about what a birth defect is, what causes birth defects, how they are detected and diagnosed, and what can be done to prevent them.

CONCEPTION AND PREGNANCY
Shipstone, Norah and Winget, Karen
New Reader's Press
Box 131
Syracuse, NY 13210
1973 $.50 20 pp pam

Photos and line drawings accompany the factual explanations about how pregnancy occurs, about how you can tell and about the physiological changes that take place.

GENETIC COUNSELING
The National Foundation
March of Dimes
Box 2000
White Plains, New York 10602

(1972) free 22 pp 11 gr.

This well written informational pamphlet tells you what genetic counseling is, who it can help, how it can help, and where to go to get help. Suggested readings are listed for those desiring further information.

GETTING AN ABORTION
Phillips, Maxine
New Readers Press
Box 131
Syracuse, NY 13210
1974 $.35 16 pp pam 6 gr.

Abortions are now legal in all states. In 1973, the Supreme Court ruled that women can have abortions up to the end of the 6th month of pregnancy. This booklet is for women who want information on how abortions are done. It is not meant to help in deciding whether or not to have an abortion.

HAPPY BIRTHDAY!
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

Family Planning

PLANNING YOUR FAMILY
Phillips, Maxine
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.35 16 pp pam 5-6 gr.

Every couple can decide if, when and how many children they wish to have. Planning ahead is encouraged and is described as an act of love, too. Sketches of the body and of birth control devices accompany the text. Effectiveness of the various birth control methods is pointed out. The booklet could be used to help adults choose a method for family planning.

PREVENTING MENTAL RETARDATION
Phillips, Maxine
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.35 16 pp pam 4 gr.

Especially useful for parents-to-be, this booklet stresses avoidable or treatable causes of retardation: Rh factor, rubella, drugs and poor nutrition during pregnancy; PKU, head injuries, poisoning from lead and other chemicals and parental neglect.

QUESTIONS AND ANSWERS ON BIRTH DEFECTS
The National Foundation
March of Dimes
Box 2000
White Plains, New York 10602
nd free leaflet 10 gr.

Answers questions such as: What is a birth defect? What is the scope of the problem? What can be done about birth defects, and how can they be detected?

SO YOU'RE GOING TO BE A NEW FATHER
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.55 32 pp pam

Physical changes in the mother, changes of attitude in both parents, how to deal with new worries.

SO YOU'RE GOING TO HAVE A BABY

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

So You're Going to Have a Baby explains physical, emotional and financial aspects of pregnancy and describes a baby's development from conception to birth.

YOUR BABY'S FIRST YEAR

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Your Baby's First Year informs students about infant care, giving tips on health, safety and typical "baby problems". It also describes a baby's stages of growth and activity.

YOUR IMAGINATION

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

Your Imagination guides students to successful creative problem-solving and decision-making. It shows how logical processes of thought and action bring desired results.

Maintaining Mental Health

ABOUT MENTAL HEALTH

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Mental Health helps students understand this important health problem by explaining some causes, symptoms and treatments of mental illness.

Maintaining Mental Health

ABOUT STRESS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Stress explains causes and symptoms of stress, its long-term effects and how to deal with it. This booklet provides insights that young readers can use in their busy, often tension-filled lives.

BE INFORMED ON MARRIAGE Be Informed Series Unit 12

Phillips, Maxine
New Readers Press
Box 131
Syracuse, NY 13210
1974 $.85 040 pp self cover 5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BE INFORMED ON MENTAL RETARDATION Be Informed Series Unit 11

Phillips, Maxine
New Readers Press
Box 131
Syracuse, NY 13210
1970 $.85 040 pp self cover 4-5 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

BECOMING A MORE EFFECTIVE PERSON Family Development Series

Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 80 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers the effects of change, identifying wants and needs, planning and reaching goals, gaining self-direction and making things change. Many exercises, photos.

COLOR IN OUR DAILY LIVES

U.S. Department of Commerce
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 ($1.70) 32 pp pam

Understanding color; your personal color plan for make-up and clothing; color in the home; experimenting with color; includes color charts and illustrations.

COMMUNICATING WITH OTHERS Family Development Series

Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 80 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers getting through to others, making and keeping friends, relating to neighbors, and communicating effectively. Many exercises, photos and illustrations. Appealing format.

A CONSUMER'S GUIDE TO MENTAL HEALTH SERVICES

U.S. Department of Health, Education, and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
1975 $.35 12 pp pam TR

Includes answers to some questions, describes treatment methods and warning signals. Explains what to do in emergency situations. Describes 'helping professionals' and lists information sources where help can be obtained.

COURTESY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Courtesy explains that courtesy is not just an old-fashioned notion. It shows students that being courteous is just treating others as they would like to be treated themselves.

DECISO
Hummel, Nancy
St. Paul Public Schools
Adult Community Education Center
1619 Dayton Avenue
St. Paul, MN 55104
(1977) $ -- game

Deciso is a problem solving game which may be played singly or by two teams of opposing players. The object of the game is to find the best solutions to given problems. The team with the most problem solving points wins the game. Math, reading, problem solving skills are used to find solutions to problems presented. The game may be completed within an hour. 2 games in the APL area of Health are available at the present time.

HOW TO UNDERSTAND YOURSELF AND OTHERS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

How to Understand Yourself and Others will help students understand themselves and their purposes and choices in life. It gives useful suggestions about handling conflicts.

HOW TO WIN FRIENDS AND INFLUENCE PEOPLE
Carnegie, Dale adapted by Jean Shirley
McGraw-Hill Book Company
1221 Avenue of the Americas 10020
1968 $1.80 85 pp pb 5 gr

This is an easy-to-read version of the popular Dale Carnegie book. It is based on the premise that you can have confidence in yourself by learning how to get along with people, and with confidence you can do anything you want to do. An excellent supplementary reader for adults in ABE who often have a poor self image and a low level of self confidence.

LIFE CYCLES, THE GAME OF ADULT DEVELOPMENT
Merriam, Sharan and Maugle, Kenneth
Write: Life Cycles
Center for Adult Development
Rutgers University
10 Seminary Place
New Brunswick, N.J. 08903
1978 $15.00 game 6-50 players 1 hour

Designed to create an understanding of adulthood as a dynamic, ever-changing process. Groups of players develop a complete life cycle story for the fictitious character they create. They must make decisions for their character based on "Chance" cards. A spokesperson for each group describes the life cycle created and all the players score the presentation on realism, creativity, desireability and effectiveness.

MIDDLE AGE: WHAT'S GOOD ABOUT IT? . . . FROM THE WOMAN'S POINT OF VIEW Circular HE-149
Fite, Barbara
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 11 pp pam

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title was listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

STRESS

Blue Cross Association
840 Lakeshore Drive
Chicago, IL 60611
free pam

This pam is an excellent teacher resource.

STRESS AND YOUR HEALTH

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1967 $ -- 16 pp pam

Intended to help individuals understand the relationship between mental stress and tension and how they affect us. Discusses different types of stress and offers practical suggestions for handling everyday tension. Includes other sources of information. (Annotation from catalog.) Would need modification for low level ABE.

SUICIDE, THE WILL TO DIE

Blue Cross Association
840 Lakeshore Drive
Chicago, IL 60611
free pam

This pam is an excellent teacher resource.

TAKING STOCK
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1966 $1.29 23 pp soft cover 3-4 gr.

The several skills included are: social skills, reading and writing skills, listening and speaking skills, and organizational skills. These skills are presented in the context of 'likable traits, unlikable traits, and your traits'. Discussion is used extensively in conjunction with the workbook--instructor's manual is available ($1.69). Each of the 3 lessons in the book takes 2-5 days.

UNDERSTANDING YOURSELF Family Development Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
Austin, Texas 78768
1973 $1.77 95 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers having a positive view; heredity and environment; learning and mental health; health and recreation; and values to live by. Many exercises, photos and illustrations. Appealing format.

WHO'S PREJUDICED

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

Who's Prejudiced is a commonsense analysis of human interaction. It gives an objective discussion of reasons for and solutions to prejudice.

YOU AND THEY
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, Il 60680
1966 $1.29 24 pp soft cover 3-4 gr.

The several skills included are: social skills, reading and writing skills, listening and speaking skills, and organizational skills. These skills are presented in the context of 'you and they are alike, you and they are different, and who you are'. Discussion is used extensively in conjunction with the workbook. Each of the lessons in the book takes 2-5 days.

YOU AND YOUR NEEDS
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1966 $1.29 22 pp soft cover 3-4 gr.

The several skills included are: social skills, reading and writing skills, listening and speaking skills, and organizational skills. These skills are presented in the context of 'needs of the body, need for attention, need to achieve'. Discussion is used extensively in conjunction with the workbook--instructor's manual is available ($1.69). Each of the 3 lessons in the book takes 2-5 days.

YOU ARE HEREDITY AND ENVIRONMENT
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1966 $1.29 22 pp soft cover 3-4 gr.

The several skills included are: social skills, reading and writing skills, listening and speaking skills, and organizational skills. These skills are presented in the context of heredity, environment, and you. Discussion is used extensively in conjunction with the workbook--instructor's manual is available ($1.69). Each of the 3 lessons in the book takes 2-5 days.

YOUR ATTITUDE

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

Your Attitude tells students why one's attitude is important and how to develop positive attitudes toward self and others.

YOUR FAMILY Family Development Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1974 $1.77 95 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers the family, the home and you; getting along in marriage; understanding family members; guiding children and building character. Many exercises, photos and illustrations. Appealing format.

Maintaining Mental Health

YOUR PERSONALITY POWER

Northwestern Bell
Programs Service
P.O. Box 1900
Fargo, North Dakota 58102
1972 $ -- np pam

An excellent pamphlet for improving speaking skills. Tone of voice, vowel and consonant sounds, talking vs. communication and your phone personality are discussed. Illustrations and colorful format invite the reader in.

YOUR PROBLEMS: WORK THEM OUT YOURSELF Circ. HE-66
Fite, Barbara A.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 14 pp pam

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title was listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

YOUR RETIREMENT PSYCHOLOGY GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1973 free 46 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: What does physical exercise do for your thinking powers? Is sex important in late-life marriage? What is the significance of vivid memories? Where should you turn for help for emotional upset?

Maintaining Physical Health

ADULT PHYSICAL FITNESS
President's Council on Physical Fitness
Consumer Information Center
U.S. Government Printing Office
Pueblo, Colorado 81009
(1972) $.70 64 pp pam

Graduated fitness program for adults who have not exercised regularly.

CLEANING YOUR TEETH AND GUMS

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
1972 $3.70/25 8 pp pam 7 gr.

This well illustrated (in color) booklet gives instructions on using disclosants, dental floss and a toothbrush to identify and remove plaque daily. Important questions on toothpaste usage, electric toothburshes, oral irrigating devices, mouthwashes and interdental devices are also covered. Also available in cassette. Single samples are available.

THE FITNESS CHALLENGE . . . IN THE LATER YEARS
The President's Council on Physical Fitness and Sports
and the Administration on Aging
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.75 28 pp pam

For older persons, illustrated exercise programs for different levels of activity; stresses the value of regular exercise.

FOUR STEPS TO GOOD HEALTH
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

METROPOLITAN LIFE'S EXERCISE CHART

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
nd $ -- 18"x25" wall chart

Seventeen exercises for health and fitness are described and illustrated with photos.

METROPOLITAN LIFE'S EXERCISE GUIDE

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1966 $ -- 16 pp pam

For adult men and women, to emphasize the importance of daily exercise. Answers questions about fitness, weight control and posture. Outlines an exercise program. A wall chart that accompanies the 'Guide' illustrates and describes 17 exercises to condition muscles and promote fitness. (Annotation from catalog.)

OUR BODIES, OUR SELVES
Boston Women's Health Book Collective
Simon and Schuster
1230 Avenue of the Americas
New York, New York 10020
1976 $4.95 383 pp 8½x11 pb TR

Beginning as a discussion group, this book by women for women can be used individually, in a group or for a course. It presents an exciting, enlightened approach to female sexuality and enables the user to better evaluate institutions that are supposed to meet her health needs. Photos, drawings, graphs, bibliogs, index. It is important that topics presented be adapted for the disadvantaged who are at the 'mercy' of poor medical services. Excellent for use with displaced homemaker and women's education groups.

PARTS OF THE BODY Learning Activity Package 11

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 26 pp self-cover ESL 1

Objectives of this student/teacher worktext include identifying parts of the body and pronouncing the names correctly, using new vocabulary in common phrases, learning new verbs associated with parts of the body, using new verbs in simple present tenses. Illustrations, dialogues, pictures, exercises, etc. are used to facilitate learning. Evaluation procedures are given.

PERSONAL HEALTH RECORD

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1972 $ -- 8 pp pam

A handy folder for keeping a record of your health and medical history, including immunizations, health problems, prescribed medications, lab tests, hospitalizations, blood type and blood donations. A succinct, useful reference to be used by each family member. (Annotation adapted from catalog.)

PERSONAL HYGIENE Learning Activity Package 10
Providence Adult Education Department
nd $.50 36 pp self cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Six specific objectives of this student/teacher workbook are aimed at making students aware of the necessity for cleanliness and to familiarize them with good personal habits. Vocabulary, grammar and comprehension are emphasized within the subject matter context. Illustrations, questions, and exercises facilitate learning. Evaluation procedures are provided.

PHYSICAL FITNESS AND YOUR HEART

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Physical Fitness and Your Heart illustrates how exercise helps the heart. It tells how to start a program of exercise and what kind of exercise is best.

SMOKING Learning Activity Package 21
Providence Adult Education Department
nd $.50 22 pp self-cover ABE/HSE

SEE 'SERIES' SECTION: LABEL PROGRAM

To help some adult students who are interested in quitting the smoking habit, this student/teacher worktext reinforces the fact that smoking is a health hazard and suggests possible methods for reducing and/or eliminating the habit. Vocabulary, comprehension and grammar skills are taught with dialogues, questions, exercises and oral reproduction exercises. Students are helped to understand causes & effects of smoking & what happens when smoking is terminated. Evaluation procedures provided.

TEETH . . . ARE GOOD THINGS TO HAVE

Johnson and Johnson
Consumer Services Department
New Brunswick, New Jersey 08903
1976 free 14 pp pam

Plentiful, clear, color illustrations make this an excellent "mini-text" for studying vocabulary related to proper dental care. Readers are told and shown how cavities and gum disease begin, how to get rid of plaque by flossing and brushing properly, and what constitutes a diet which is good for teeth and gums.

THEY'RE YOUR TEETH--YOU CAN KEEP THEM

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
1976 $2.15/25 9 pp pam

Colored photos and vivid illustrations clearly illustrate the types of periodontal diseases, prevention and treatment procedures, and contributing causal factors.

THIS IS YOUR BODY
Olsen, James B.
New Reader's Press
Box 131
Syracuse, NY 13210
1976 $1.95 64 pp soft cover 4-5 gr.

Beautifully clear line drawings on every page illustrate the text of this book. Physiological terms are italicized and explained. Information about 12 systems of the body and how they work is written in a simple, clear manner. Excellent for use with ABE health related studies and sex education.

YOU AND YOUR TEETH

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

You and Your Teeth shows how regular check-ups and proper cleaning of teeth help prevent tooth decay and gum disease. It helps students develop good life-long dental habits.

YOUR EYES AND HOW THEY FUNCTION

Bausch & Lomb, Inc.
Rochester, NY 14602
free pam

This title aptly describes the content of the pam. It is just one of the informative pamphlets available from Bausch & Lomb.

YOUR RETIREMENT HEALTH GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1976 free 46 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: What can walking do for your health and mental outlook? What health practice will restore 'vigor' to older people? How can you get the most out of a visit to the doctor? What drugs should not be combined in the body at the same time?

YOUR YEARLY CHECKUP Learning Activity Package 20
Providence Adult Education Department
nd $.50 20 pp self-cover LSL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

Objectives for this student/teacher worktext involve making an appointment for a routine check-up, answering questions usually asked on medical history forms and knowing what to expect during a physical exam. New vocabulary, comprehension, grammar and a grasp of the content are taught through dialogues, exercises and role-playing. Evaluation procedures are given.

Medical Help . . .

ABOUT HOSPITALS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Hospitals provides an excellent introduction to the many functions of modern hospitals and how they improve people's health and sustain life.

ASK YOUR PHARMACIST

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

Ask Your Pharmacist explains that the pharmacist can give sound advice about safety, dosage, prices and side effects of non-prescription drugs.

THE DENTIST Learning Activity Package 12

Providence Adult Education Department
nd $.50 34 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

Six specific objectives in the student/teacher work-text are aimed at informing the adult on how to find a dentist, communicate with him and understand common dental procedures. Cassettes, cartoons, language master cards, exercises, puzzles, etc., help the student learn. Grammar, vocabulary, new sentence structure are emphasized. Evaluation procedures are provided.

FACTS ABOUT MEDICAL AND DENTAL PRACTITIONERS

U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.40 9 pp pam

Guide to the different members of the health profession; their titles, educational backgrounds and specialties.

A FOREIGN LANGUAGE GUIDE TO HEALTH CARE

Pei, Mario and Fisher, John
Blue Cross and Blue Shield
840 N. Lakeshore Drive
Chicago, IL 60611
1975 free 95 pp pam ESL

A travelers guide OR a tool whereby the foreign speaking adult can find the desired phrase in his or her native language and then pronounce or point to the English equivalent. Phrases are in English, French, German, Italian, and Spanish. (Annotation quoted from A Curriculum Guide for Adult Educators.) Also available from Blue Cross and Blue Shield of North Dakota.

THE HOSPITAL Learning Activity Package 76

Providence Adult Education Department
nd $.50 23 pp self-cover ESL 1

SEE 'SERIES' SECTION: LABEL PROGRAM

The non-English speaking adult is intimidated by the hospital environment because he cannot deal with common procedures as explained to him in English. This teacher/student worktext is designed to remedy the above need. Illustrations, dialogues, reading selections, crossword puzzles, grammatical, comprehension, vocabulary exercises and role-playing are all used to facilitate learning. Also useful for beginning English-speaking readers. Post test provided.

OPERATION

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Operation gives basic, reassuring information about what happens before, during and after surgery.

WHERE TO FIND HELP FOR THE BLIND

American Foundation for the Blind, Inc.
15 West 16th Street
New York, NY 10011
free pam

A listing, by state, of where to obtain help. Includes names, addresses and phone numbers. Other pams from this organization are also available.

Medical Help . . .

YOUR TEETH CAN BE SAVED BY ENDODONTIC TREATMENT

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
1973 $1.80/25 8 pp pam

Don't let the title scare you away. This attractive, well illustrated pamphlet explains to patients what endodontic treatment (root canal therapy) is and when it is used. Also available in cassette. Single samples are available.

Nutrition

ABOUT MILK

Channing L. Bete
45 Federal St.
Greenfield, MA 03101
1976 $.50 15 pp pam

About Milk explains that milk and milk products are the most complete, natural, low-cost food buys available.

A BALANCED DIET Learning Activity Package 19
Providence Adult Education Department
nd $.50 23 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

Some students display health problems which indicate vitamin deficiencies. This student/teacher worktext is designed to teach the importance and definition of a balanced diet. The 4 basic food groups and their importance in meal planning are introduced. Proper foods for dieting are discussed. Grammar, vocabulary and comprehension are emphasized. Evaluation procedures are outlined.

Nutrition

BE INFORMED ON NUTRITION Be Informed Series
Unit 18
Gridley, Nancy
New Readers Press
Box 131
Syracuse, NY 13210
1973 $.85 @40 pp self cover 6-7 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

COMPARISON CARDS

National Dairy Council
6300 North River Road
Rosemont, Illinois 60018
1976 $5.00 60 cards, 28 pp teaching guide

Each card represents a food from one of the four basic food groups. Calories and 8 nutrients are graphed to show the percentage of minimum daily requirements each food contains. The cards make it easy to compare nutritional values of various foods and can be used for a number of group or individual teaching situations. Useful for most ABE levels.

EASY MEALS THAT PLEASE

National Dairy Council
6300 North River Road
Rosemont, Il 60018
1968 $.15 leaflet

A fold-up pamphlet useful in a vocabulary lesson on foods. Also available in Spanish. Useful for beginning readers. (Annotation adapted from A Curriculum Guide for Adult Educators.)

FATS IN FOOD AND DIET
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 10 pp pam

Saturated and unsaturated fat content of common foods; includes a cholesterol content chart and discusses the effects of dietary fat on health.

Nutrition

FOOD & FITNESS

Blue Cross Association
840 North Lake Shore Drive
Chicago, IL 60611
1973 free 96 pp pam

An issue of Blue Print for Health, this Readers Digest-type format consists of over 20 articles. Nicely illustrated. Free and available at Blue Cross and Blue Shield of North Dakota. For advanced ABE readers. (Annotation adapted from A Curriculum Guide for Adult Educators.)

FOOD AND YOUR WEIGHT

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.50 38 pp pam

Suggestions for controlling weight; plans for nutritious weight reduction diets; lists calories per portion of common foods.

FOOD GUIDE FOR OLDER FOLKS

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.40 19 pp pam

Meal planning, buying and preparing foods to assure adequate nutrition for persons over 60 years of age.

4 STEPS TO GOOD EATING Circular HE-49

Marable, Virginia and White, Virginia
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 7 pp pam

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

FOUR STEPS TO WEIGHT CONTROL

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1969 $ -- 32 pp pam

Describes safe and proven methods of losing excess pounds and maintaining desirable weight. Includes updated nutritional information, low calorie menus, calorie tables and desirable weights chart. Useful for encouraging overweight ABE students who are attempting to gain entry or re-entry to the job market. Would need adapting for low levels.

FREEZING COMBINATION MAIN DISHES

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.40 22 pp pam

Selection of ingredients; recipes and instructions for preparation, packaging, freezing and reheating.

GETTING READY TO COOK

Weaver, Ann A.
Fearon-Pitman Publishers, Inc.
6 Davis Drive
Belmont, California 94002
1974 $2.36 58 pp

This workbook contains "Basic information about equipping a kitchen, reading recipes, measuring ingredients, using a stove, kitchen health and safety, setting a table and serving meals, and keeping the kitchen clean." (quoted from the Bibliography of Reading Materials for Basic Reading and English as a Second Language, published by Literacy Volunteers of America, 1977.)

GOOD NUTRITION

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Good Nutrition fights food fads with sound dietary information. It explains what nutrition is and how important proper diet is.

HAPPY COOKING

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

KEEP YOUR COOL WITH CABBAGE Leaflet YHE-78

White, Virginia and McLaughlin, Kathy
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 2 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

KEEPING FOOD SAFE TO EAT

U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.35 10 pp pam

How to protect yourself from illness caused by harmful bacteria in food.

"THE NAMES IN THE COOKING GAME"

Ekco Housewares Co.
Educational Services Dept.
9234 W. Belmont Avenue
Franklin Park, IL 60131
nd free pam 7-8 gr.

Excellent for teaching vocabulary associated with cooking.

NEW METROPOLITAN COOK BOOK

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1973 $ -- 59 pp pam

A cook book to help the whole family enjoy well-balanced, nutritious meals that are simple to prepare. Not a diet book, but features menu plans and recipes from many lands, modified to help prevent high levels of cholesterol and overweight. (Annotation from catalog.)

NUTRITION: FOOD AT WORK FOR YOU

(U.S. Department of Agriculture)
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.40 24 pp pam

Functions and sources of major nutrients; how to estimate your daily food needs; and tips on buying and storing food.

THE NUTRITION GAME

Spitze, Hazel Taylor
Graphics Co.
Box 1831
Urbana, Il 61801
1972 $9.95 game all ABE levels

Players try to get 100% of their Recommended Dietary Allowance (RDA) by buying food cards. The 'foods' are paid for with calories as well as money. Two or more players can play, but there is an optional game for one player. Students must add, subtract and make change. A few nutritional terms must be learned and the student is on his way to fun and education.

SMALL WONDERS IN THE KITCHEN

Rubbermaid, Inc.
Home Service Center
Wooster, Ohio 44691
free kit

This is a kit which includes teaching guide, wall chart and matching spirit masters for duplicating student materials. Large illustrations that can be used for kitchen vocabulary related to utensils.

Nutrition

TEACHING ABOUT MEAT
National Live Stock and Meat Board
North Dakota Beef Commission
107 North 5th Street
Bismarck, North Dakota 58505
nd $ -- 33 pp staple

"A resource for high school home economics teachers and other educators concerned with helping young people and homemakers become more knowledgeable about meat." Excellent ideas for teaching, but would need adapting for ABE. Well illustrated with black and white photos and charts as well as line drawings.

VEGETABLES IN FAMILY MEALS
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.45 33 pp pam

Buying, storing and cooking fresh, frozen and dried vegetables; includes recipes and a chart on seasoning with herbs and spices.

WE ARE WHAT WE EAT
Spitze, Hazel Taylor and Rotz, Patricia H.
Steck-Vaughn Company
807 Brazos
Austin, Texas 78768
1966 $1.44 101 pp pb 3-4 gr.

Reading and instructional exercises about meal planning are included in this illustrated worktext. The selection and preparation of good foods as well as economical shopping habits are discussed. Teacher's manuals with answer keys are available with classroom quantity orders. Useful for ABE-coping skills classes.

YOUNG HOMEMAKER'S COOKBOOK
Weaver, Ann A
Fearon-Pitman Publishers, Inc.
6 Davis Drive
Belmont, California 94002
1974 $2.36 63 pp pam

Sample menus are given for breakfast, lunch and dinner. Recipes are given for basic foods in each category. The food preparations are kept simple and basic. Well illustrated. Contains glossary and index. Listed in the Bibliography of Reading Materials for Basic Reading and English as a Second Language published in 1977 by the Literacy Volunteers of America. Excellent for activities and cooking vocabulary needed by ESL students.

YOUR DIET AND YOUR HEART

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Your Diet and Your Heart illustrates role of cholesterol, calories, fat and their relationship to heart disease. Start your students on healthy eating habits.

YOUR RETIREMENT FOOD GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1970 free 31 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: What are the symptoms of nutritional anemia? How can you make mealtime a pleasure instead of a chore? What shopping rules will save you money? How can you assess the claims of food faddists?

Parenting

ABOUT SHOPLIFTING

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

About Shoplifting shows how this crime contributes to higher retail prices, higher taxes, etc. Many young people think of shoplifting as a prank. This booklet emphasizes that it involves stiff penalties that can seriously affect their future.

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ADOLESCENCE Circular HE-103
Fite, Barbara A.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 30 pp pam

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

AGES 'N STAGES OF PERSONALITY GROWTH AND DEVELOPMENT Circular HE-53
Fite, Barbara A.
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 30 pp pam

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

AN ADOLESCENT IN YOUR HOME
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.50 27 pp pam

Discusses the physical and emotional needs and problems of adolescents, points out areas of potential conflict and suggests ways to promote mutual understanding.

ALL ABOUT ZITS
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

AS YOU GROW UP . . .

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

As You Grow Up explains to students the changes that occur in their bodies and emotions during puberty and introduces the basic facts about human reproduction and heredity.

BABY SITTING

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

Baby Sitting gives safety, fire prevention, emergency first aid rules. It describes qualities of a good sitter and tells what information parents should leave with the sitter.

BEAUTIFUL JUNK
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.45 12 pp pam

Ideas for creating free and inexpensive play equipment; includes suggestions for locating materials. Good illustrations.

BOOKS THAT HELP CHILDREN DEAL WITH A HOSPITAL EXPERIENCE
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.50 24 pp pam

Summarizes and rates books for children from two years through elementary school age.

CHILD DEVELOPMENT IN THE HOME
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.45 20 pp pam

How to build self-confidence and self-discipline in the preschool child.

CHILD SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Child Safety describes the most common causes of deaths and injuries to children and explains safeguards everyone should take to protect against them.

CHILDHOOD

Blue Cross Association
840 North Lakeshore Drive
Chicago, IL 60611
free pam

This pam is an excellent teacher resource.

CHILDREN'S BOOKS
Library of Congress
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 19 pp pam

A descriptive listing of selected books published in 1975 for preschool through junior high school age. Prepared by the Library of Congress.

DAY CARE, WHAT AND WHY

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1972 $ -- 9 pp pam

Outlines the purposes and programs of quality services for young children, including group day care, family day care, infant group care, nursery schools and drop in centers. Offers references for further information. (Annotation from catalog.)

THE FAMILY YOU BELONG TO Turner-Livingston Reading Series
Turner, Richard H.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1974 $1.38 48 pp soft cover 3-5 gr.

Useful for educationally deprived teenagers and young adults, this title in the series of 6 work-texts aims at strengthening student skills and understanding of basic social behavior, language and arithmetic. Each book contains 23 lessons (a reading passage followed by exercises), each of which is self-contained on 2 facing pages. Teacher's guide is available ($1.98).

4 WAYS TO DISCIPLINE CHILDREN

Positive Parent
Early Childhood Program
Southwest Educational Development Laboratory
211 East 7th Street
Austin, Texas 78701
1977 $.27 10 pp pamphlet

Discipline does not have to happen out of anger. Discipline means caring about children, and trying to prevent problems before they happen. It means loving children and helping them grow into responsible adults. This colorful, well illustrated pamphlet suggests ways you can discipline children without punishing them by guiding them to act in ways you wish.

THE FRIENDS YOU MAKE Turner-Livingston Reading Series
Turner, Richard H.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1974 $1.38 48 pp soft cover 3-5 gr

Useful for educationally deprived teenagers and young adults, this title in the series of 6 work-texts aims at strengthening student skills and understanding of basic social behavior, language and arithmetic. Each book contains 23 lessons (a reading passage followed by exercises), each of which is self-contained on 2 facing pages. Teacher's guide is available ($1.98).

FUN IN THE MAKING

U.S. Department of Health, Education and Welfare
DHEW Publication No. (OHD) 76-30031
Available from the Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
1973 $.55 29 pp pam

Directions, diagrams and illustrations inform the reader about making simple toys and games from throw away materials which are usually found in the home. Explains how both adults and children learn by spending time together in meaningful ways.

GOOD-BYE MR. STORK Circular HE-187
Fite, Barbara
Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 11 pp pam

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title was listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

A HANDICAPPED CHILD IN YOUR HOME

U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1973 $.35 16 pp pam

Adjusting to the problems and using the experience to enrich family life.

IMMUNIZATION Learning Activity Package 17

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 19 pp self-cover ESL 2

Objectives of this student/teacher worktext will enable adults to know the names of major childhood diseases, will inform students regarding immunizations for adults and will enable students to know what vaccinations their children should receive and approximate scheduling. Dialogues and passages introduce subject matter. Exercises reinforce new words and information. Reading selections, illustrations, tapes, games, charts and tables facilitate learning. Post test is provided.

JOIN THE JUNIOR HOSPITAL VOLUNTEERS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Join the Junior Hospital Volunteers encourages girls and boys to do volunteer work at their local hospital to gain valuable training and opportunities for growth.

LANGUAGE IS FOR COMMUNICATION

U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.60 28 pp pam

Helping young children learn to communicate; how to recognize speech and hearing difficulties.

LOOKING FOR HEALTH

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1969 $ -- 32 pp pam

Useful for people working with children. Photographs illustrate clues to illnesses and chronic health problems often seen among school children. Emphasizes the teacher's role as health observer and the importance of communication and cooperation between home, school and community resources. Informative for any reader interested in the health of children, but would need adapting for ABE.

MEMO TO PARENTS ABOUT IMMUNIZATION

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1972 $ -- 10 pp pam

Explains the importance of early immunizations and gives a suggested schedule. A comprehensive chart details information on the communicable diseases of childhood. Space for keeping children's immunization records is included.

THE MODERN BABY

Blue Cross Association
840 Lakeshore Drive
Chicago, IL 60611
free pam

This pam is an excellent teacher resource.

MOTHERS AT WORK

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1973 $ -- 16 pp pam

Offers practical suggestions for working women, including arrangements for child care and home management. Discusses parent-child relationships, individual and family health and safety. (Annotation from catalog.)

Parenting

MR. HYPO IS MY FRIEND, A HANDBOOK FOR THE YOUNG DIABETIC
Wenger, Dianne Maurlyn
Ames Company, Division of Miles Laboratories, Inc.
1127 Myrtle Street
Elkhart, Indiana 46514
1975 $? 39 pp pam 5 gr.

Because of the prevalence of drug abuse, this pam is distributed ONLY to diabetic children or their parents. An animated hypo instructs the child in giving himself injections and urine tests. Used appropriately and with discretion, ABE teachers may find it an informative resource for some student who has a diabetic in the family.

THE PERSON YOU ARE Turner-Livingston Reading Series
Turner, Richard H.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1974 $1.38 48 pp soft cover 3-5 gr

Useful for educationally deprived teenagers and young adults, this title in the series of 6 work-texts aims at strengthening student skills and understanding of basic social behavior, language and arithmetic. Each book contains 23 lessons (a reading passage followed by exercises), each of which is self-contained on 2 facing pages. Teacher's guide is available ($1.98).

PHONE YOUR PEDIATRICIAN

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Phone your Pediatrician gives practical guidance to parents about phoning their child's pediatrician. It helps them communicate more effectively.

PLAY IT SAFE YOUR CHILD'S EYES ARE AT STAKE

National Society for the Prevention of Blindness
79 Madison Avenue
New York, NY 10016
free pam

This is just one of the many informative pamphlets available from the society.

THE POCKET GUIDE TO BABYSITTING

U.S. Department of HEW
DHEW Publication No. (OHD) 74-45
available from the Consumer Information Center
Pueblo, Colorado 81009
1975 $1.20 48 pp pam

Directed toward young people, the aim of this guide is to help them meet their responsibility in caring for children. Both experienced sitters and beginners can benefit from the information presented.

POTENTIAL TO LEARN

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Potential to Learn helps students learn how parents can make the most of their child's vital early learning years. It shows ways to stimulate senses and develop skills.

PREPARING FOR CHANGE
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.45 24 pp pam

Helping children cope with such changes as starting school, moving and death of a relative.

PROTECT YOUR CHILD'S HEART

American Heart Association, but write to:
Dakota Affiliate
1005 12th Ave. S.W.
Box 1287
Jamestown, North Dakota 58401
1970 free 14 pp pam 3-4 gr.

Large type, plentiful illustrations, and low reading level make this pamphlet an excellent 'everyday life' resource. It contains important information which could affect every family.

SHOTS FOR TOTS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Shots for Tots explains what immunization is and why it's important. It gives brief descriptions of main childhood illnesses and detailed explanations about which immunizations are needed.

SITTING SAFELY

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1976 $ -- 216 pp pam

A guide for baby sitters, outlining what to expect of babies and children through age seven, with appropriate safety reminders. Tells what specific information to get from parents, including where they can be reached and other necessary phone numbers. (Annotation from catalog.)

A STUDENT'S GUIDE - RIGHTS AND RESPONSIBILITIES IN NORTH DAKOTA

Department of Public Instruction
M.F. Peterson, Superintendent
Bismarck, North Dakota
1975 $ -- 44 pp pam TR

May be useful in ABE with some adaptation. Parents may need to know the rights and responsibilities of their children. The booklet outlines these student rights and responsibilities in North Dakota.

SURVIVAL HANDBOOK FOR PRESCHOOL MOTHERS
Smith, Helen Wheeler
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1977 $1.98 140 pp pb 8-9 gr.

Good supplementary reading. This easily read little paperback gives mothers guidelines for developing self-esteem in the child through a positive approach to parenting. Included are creative recommendations for disciplining, handling tantrums, dealing with sibling rivalry, and providing educational play.

30 WAYS YOU CAN PREVENT CRIME

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

30 Ways You Can Prevent Crime gets young people involved in crime prevention as an important step towards encouraging responsible citizenship.

VACCINES: AN UPDATE
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 free 5 pp pam

What vaccines are available, who should get them and under what circumstances they should be given.

WATCHING YOUR CHILD'S HEALTH

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1976 $ -- 7 pp pam

Offers suggestions on what parents can do for their children's health. Discusses the roles of the teacher, other school health personnel, physician and dentist.

WHAT'S A "FAMILY"

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

What's a Family emphasizes the importance of careful decisions in creating a family. It shows that the family is a key building block of human living.

WHEN YOUR CHILD IS ILL

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

When your Child is Ill explains when and how to care for a sick child at home, when to call the doctor, what to do before calling and more.

Parenting

YOU CAN PLAN YOUR FAMILY
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include students questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

YOUNG CHILDREN AND ACCIDENTS IN THE HOME
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.65 28 pp pam

How to protect your child from falls, animal bites, suffocation, poisoning, burns, etc.; includes detachable first aid chart.

Safety/First Aid

THE ABC'S OF FOOT SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

The ABC's of Foot Safety encourages the reader to use foot gear for various situations. It tells how to avoid foot injuries.

Safety/First Aid

ABOUT FIRST AID

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

About First Aid teaches vital first aid measures -- artificial respiration, control of bleeding, treatment of burns, shock, drug and alcohol overdoses.

ABOUT FOOD GERMS

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

About Food Germs describes food germs and how they're spread -- especially useful for students who help in food preparation at home, in school or at work.

ABOUT RAPE

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About Rape tells female students and staff how to reduce their chances of being raped -- and what to do if they become rape victims.

ABOUT SELF-PROTECTION

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

About Self-Protection tells how to prevent, avoid and deal with threatening situations. It's ideal for students, faculty and staff.

CAN YOU GIVE FIRST AID?
Bontrager, Frances M.
New Reader's Press
Box 131
Syracuse, NY 13210
1969 $.70 32 pp booklet 4-5 gr.

Excellent for supplemental reading on a relevant topic; this easy handbook helps new readers understand first aid. Chapters discuss what to do before the doctor comes, the first-aid box, bleeding, shock, when breathing stops, broken bones, burns, bites and poisons.

Safety/First Aid

DON'T WORRY ABOUT HOME ACCIDENTS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Don't Worry About Home Accidents covers chief causes of home accidents. It includes a room-by-room checklist of "house-traps".

FARM TRACTOR NOISE & HEARING DETERIORATION AE86

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, North Dakota 58102
1969

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

FIRE DETECTORS No. 69

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

FIRE EXTINGUISHERS AE79

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, North Dakota 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained for little or no cost from the above address or your local County Extension Agent.

FIRST AID Learning Activity Package 14
Providence Adult Education Department
nd $.50 23 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

Many adults do not know how to react in an emergency situation. This student/teacher workbook is designed to enable the student to know first aid techniques. Students also use first aid vocabulary and practice grammatical constructions. Reading passages introduce vocabulary, which is then used in written exercises and role-playing exercises. Evaluation procedures are given.

FIRST AID FACTS CHART

Johnson and Johnson
Consumer Services Department
New Brunswick, NJ 08903
free pam

Also ask for Johnson and Johnson's First Aid Guide, as well as a list of their available publications. Useful for ABE.

FIRST AID FOR THE FAMILY

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
1974 $ -- 5"x8" card

Wall card on common first aid procedures. Includes brief instructions for cardiopulmonary resuscitation (CPR) and urges people to get special training in this life saving technique. (Annotation from catalog.)

FIRST AID: MOUTH-TO-MOUTH BREATHING
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

HEALTH, SAFETY, AND SANITATION Family Develpt. Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 96 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers emergency and home first aid, home safety and sanitation, and knowing the signs of illness. Many exercises, photos and illustrations. Appealing format.

HOW DO YOU RATE AS AN ACCIDENT RISK

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

How Do You Rate as an Accident Risk makes students aware of attitudes, knowledge and judgements which prevent accidents.

INSTRUCTIONS ON SAFETY
Laubach, Kirk and Laubach
New Reader's Press
Box 131
Syracuse, NY 13210
1971 $.50 28 pp soft cover

This booklet consists of three lessons: safety first, first steps in first aid and instructions for safe driving. Each lesson is followed by questions which help the student develop comprehension skills. Practice activities are suggested.

LEARN THE ABC OF LIFE SUPPORT

Health and Welfare Division
Metropolitan Life Insurance Company
One Madison Avenue
New York, NY 10010
nd $ -- wallet size folder

This illustrated folder briefly outlines cardiopulmonary resuscitation (CPR) for adults, infants and children. Encourages people to get necessary training. A handy reference for any adult, but vocabulary is not for low level ABE.

MOVING THINGS SAFELY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Moving Things Safely explains the proper way to lift, carry and push and pull materials. It gives rules that apply on or off the job.

NOISE AND YOU

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Noise and You describes the ear, its functions, the importance of hearing and ways to protect hearing. With youthful hearing impairment on the increase, this is timely preventive information.

PEDESTRIAN SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Pedestrian Safety illustrates the need for constant safety awareness by explaining such hazards as intersections, night traveling and bad weather.

PERSONAL PROTECTIVE EQUIPMENT ON THE FARM A490

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, North Dakota 58102
1966

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

PLANTS WHICH MAY BE POISONOUS A471

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1977

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

Safety/First Aid

THE POCKET GUIDE TO BABYSITTING
U.S. Department of Health, Education and Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $1.20 48 pp pam

How to care for and entertain children of all ages; emphasis on handling emergencies.

POISON AND YOU

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Poison and You explains how most poisoning can be prevented and how to tell if poisoning has occurred. It gives emergency first aid procedures.

POISON IVY, POISON OAK AND POISON SUMAC
U.S. Department of Agriculture
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 16 pp pam

How to recognize and destroy the plants, protect yourself from poisoning and treat the infection.

PROTECT YOUR HANDS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Protect Your Hands gives proper safety measures, safety attitudes in the shop, on the job, and at home; and describes first aid procedures.

PROTECT YOUR HOME

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Protect Your Home offers readers specific, practical tips on how they can make their homes "burglar-proof".

PROTECTION, DO YOUR EYES HAVE IT?

American Optometric Association
7000 Chippewa Street
St. Louis, Mo 63119
free pam

One of the many informative pams available from the Association.

RULES FOR RIDING OUT WINTER STORMS CARD

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

SAFETY IN THE HOME Learning Activity Package 13

Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50 32 pp self-cover ESL 1

When completed, this student/teacher worktext will enable the student to identify and correct potentially dangerous household situations and to respond correctly to emergencies. Within the subject matter context students develop vocabulary and sentence construction skills. Illustrations, exercises, reading passages, tapes, flash cards, title of a filmstrip, etc. are included. Evaluation procedures are given.

SLIPS, TRIPS AND FALLS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Slips, Trips and Falls warns students to look out for and correct conditions that could cause slips, trips and falls.

Safety/First Aid

SNAKE CONTROL A228

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1966

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

STALLED BUT SAFE HE 341

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, North Dakota 58102
1976

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

WHAT TO DO IN A DISASTER

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1977 $.50 15 pp pam

What To Do in a Disaster describes eight natural disasters and what to do if they strike. It gives first aid and emergency phoning procedures.

YOU AND SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

You and Safety explains what causes accidents. It reminds students of their responsibilities in accident prevention.

YOUR RETIREMENT ANTI-CRIME GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1973 free 38 pp pam 10 gr

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: What simple precautions will keep your purse from being snatched? What common practices are open invitations to burglars? What measures can you take to keep from being conned? What precautions should you take while driving?

Citizen Responsibilities

BEING AN INFORMED CITIZEN Family Development Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 79 pp soft cover 4-6 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers your rights and responsibilities as a citizen, voting, information and propaganda vs. opinion. Many exercises, photos and illustrations. Appealing format.

ELECTION CHECK UP: MONITORING REGISTRATION AND VOTING

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1973 $.35 34 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

ERA: WHAT IT MEANS TO MEN AND WOMEN

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1974 $3.00/100 6 pp leaflet TR

One of a number of pamphlets, leaflets and posters about voting, politcal issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

FOUNDATIONS OF CITIZENSHIP Adult Edition

Shawn, Bernard
Frank E. Richards, Publisher
P.O. Box 66
Phoenix, New York 13135
1966 $2.95 94 pp pb 5-6 gr.

Written specifically for adults who have trouble reading, topics in this paperback-size text cover such things as family relationships, how to find and hold jobs, aspects of earning and saving money, wise spending, citizenship, and life situations.

GETTING YOUR CITIZENSHIP Learning Activity Package 30

Providence Adult Education Department
nd $.50 26 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text enables the student to become familiar with the vocabulary, to list the requirements and to fill out the forms associated with citizenship. Illustrations, dialogues, readings, cassette tapes, games, comprehension and grammatical exercises and actual sample forms facilitate student learning. A post test and correctly completed forms for application for citizenship provide a basis for evaluation.

HOW TO REGISTER AND VOTE

Baer, Katie
New Reader's Press
Box 131
Syracuse, NY 13210
1972 $.35 16 pp pam 7 gr.

A basic guide for the new voter, with specific information on the mechanics of registering and voting. Reprinted from THE PEOPLE'S POWER. Good supplementary, practice reading, as well as providing information useful to ABE students.

HOW TO USE A VOTING MACHINE

Interpretive Education Division of Illinois Envelope Co.
400 Bryant Street
Kalamazoo, MI 49001
1977 $19.95 kit all ABE levels

The materials are intended to be used either in group or individual siutations. A teacher's manual provides discussion topics, words to introduce, related activities and projects. Some of the intended outcomes are understanding what voting machines do and how they operate, knowing how to open and close the curtains and other important voting skills.

PICK A CANDIDATE

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1976 $3.00/100 6 pp leaflet TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

THE POLITICS OF CHANGE

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1972 $.35 15 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

SOCIAL LIVING SKILLS

National Education Association
1201 16th Street NW
Washington, DC 20036
nd $20.00 suitable for all levels AV kit

This multi-media packet was prepared especially for the adult basic education student and is designed to improve the individual's understanding of his government's responsibilities to him and his obligations to his government.

Citizen Responsibilities

VOTING Learning Activity Package 31
Providence Adult Education Department
nd $.50 20 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This student/teacher text contains 5 sub-objectives designed to inform the student how and why to vote. Reading passages, vocabulary lists, comprehension questions, grammar exercises, tapes, illustrations and games facilitate the learning process. Follow-up activities, games and a post-test are provided.

WHEN YOU WRITE TO WASHINGTON

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1976 $.35 23 pp TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

Government

THE BILL OF RIGHTS

American Civil Liberties Union
22 East 40th Street
New York, NY 10016
nd free leaflet

This little leaflet contains the first ten amendments to the United States Constitution and other amendments and sections of the original Constitution affecting civil liberties. The vocabulary is as it appears in the Constitution. May be useful for vocabulary study relating to rights and citizenship.

Government

BIOGRAPHICAL SKETCHES 1977 NORTH DAKOTA LEGISLATURE

Bureau of Governmental Affairs
University of North Dakota
Grand Forks, North Dakota
1977 $ -- 166 pp plastic spiral TR

This is a directory of legislature personnel which includes information about their political affiliations, personal backgrounds, occupations and names and addresses.

CHOOSING THE PRESIDENT

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1972 $1.50 95 pp Pb @10 gr.

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

GOVERNING NORTH DAKOTA 1975-77
Omdahl, Lloyd B. and Wright, Boyd L.
Bureau of Governmental Affairs
University of North Dakota
Grand Forks, N.D. 58501
1975 $? 144 pp pb 9-12 gr.

This student manual includes the following topics: The Federal System; Constitution of North Dakota; The Legislative Branch; The Executive Branch; The Judicial Branch; Elections; Political Parties; Local Government; Finances; and glossary. Exercise questions are provided at the end of each chapter. This is an excellent and readable resource for ABE teachers.

GOVERNMENT BY THE PEOPLE
Baer, Katie
New Readers Press
Box 131
Syracuse, NY 13210
1976 $1.95 72 pp soft cover 7 gr.

First in a series of two books which may be used as basic texts for ABE students or foreign-born students in citizenship classes. The guidelines of the Constitution and the actual processes of government in action are discussed throughout the book. Each chapter, which is interestingly written, closes with a summary.

INSIDE CASS COUNTY, THE GOVERNMENT AND HOW IT OPERATES
League of Women Voters of North Dakota
Jane Knecht, President
1000 1st Street
Bismarck, North Dakota
1976 $1.00 22 pp soft cover TR

Describes North Dakota government on the county level. Topics discussed are: Background; Government; Budget and taxation; and Political structure.

LET'S LOOK AT FARGO-- WEST FARGO

League of Women Voters of the Fargo Area
Box 1011
Fargo, North Dakota 58102
1970 $1.00 54 pp soft cover TR

Somewhat outdated now, but gives a good over-view of government on the city level in Fargo and West Fargo. One section of the booklet is devoted to each city. Some of the topics discussed include: history, local government, public services, education, recreation, facilities, finance and personnel, etc.

THE PEOPLE'S POWER
Baer, Katie
New Reader's Press
Box 131
Syracuse, NY 13210
1976 $1.50 48 pp soft cover 7 gr.

Second in a series of two books which may be used as a basic narrative text for ABE students or foreign-born students in citizenship classes. Political parties and candidates, primaries and conventions, interest groups, voting and citizen involvement in the political process are topics discussed.

THE POLITICS OF TRADE

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1971 $.75 48 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

THE STRUCTURE OF THE STATE: A COMPENDIUM OF NORTH DAKOTA STATE AGENCIES, BOARDS, COMMISSIONS, AND INSTITUTIONS
State Library Commission
Bismarck, North Dakota
1977 $ -- 126 pp soft cover TR

"This comprehensive directory describes state government in terms of the major responsibilities of its individual components. By describing the organization of each state agency, noting its legal basis for operation, and by reviewing its basic functions, this publication serves as a reference guide to the integrated workings of our government." ABE teachers may find it a useful reference.

YOU AND YOUR NATIONAL GOVERNMENT

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1962 $.25 39 pp pam 8-9 gr. TR
(1970 update included)

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

YOUR GOVERNMENT AND YOU
Hoek, John H.
Frank E. Richards Publishing Co., Inc.
330 First Street, Box 370
Liverpool, New York 13088
1975 $2.00 82 pp soft cover 4-6 gr.

Fundamental laws and rights of American Government and backgrounds of our democracy are presented in a simple, easy to read format. Large print and illustrations. Exercises follow each lesson's reading passage. Useful for beginning and intermediate ABE students.

YOUR RIGHTS AS A CITIZEN Learning Activity Package 75
Providence Adult Education Department
nd $.50 18 pp self cover ABE/HSE

SEE 'SERIES' SECTION: LABEL PROGRAM

When completed, this student/teacher workbook will enable the student to become aware of his rights as a citizen. Vocabulary words, the Bill of Rights & First 10 Amendments of the Constitution, citizen responsibilities and everyday applications of the Bill of Rights are content topics. Reading selections, grammar, comprehension exercises, newspaper articles, puzzles and other activities facilitate learning. Post-test criteria is given.

Legal Systems

ANATOMY OF A HEARING

League of Women Voters of the United States
1730 M Street NW
Washington, DC 20036
1972 $.35 15 pp pam TR

One of a number of pamphlets, leaflets and posters about voting, political issues and community action procedures. In ABE, these materials are generally useful for teacher resources.

CONTRACTS

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

KNOW YOUR LEGAL RIGHTS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Know Your Legal Rights details individual rights under civil and criminal laws. It emphasizes the need to know proper steps in court actions.

LAW AND JUSTICE IN NORTH DAKOTA

Attorney General and other government agencies, write:
Department of Public Instruction
State Capitol Building
Bismarck, ND 58505
1974 $ -- loose leaf

Designed as a 1 semester secondary ed course in American Government, activities in this manual may need adapting for ABE use. The manual is divided into 4 main areas: 1) rights and laws, 2) law enforcement, 3) the courts and 4) corrections. The course contains a variety of activities and includes several enrichment suggestions including a law-making simulation, a court trial and career information materials.

THE LAW AND YOU

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

The Law and You covers various types of laws and contracts, what constitutes a "crime", how to help prevent crime and more.

THE LAW FOR YOU

Bohlman, H. Mac and Bohlman, Herbert W.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1975 $1.38 63 pp soft cover 6-8 gr

The four booklets in this series cover problem areas in personal and family money management; how to get the most for each dollar; how to safeguard income and property. Each informational chapter is followed by several exercises which reinforce learning. Topics covered include: Why law; Our courts; Lawyers and legal aid; Legal protection for citizens' rights; Contracts and agreements; Product liability; Your automobile; Marriage and the law; etc.; plus glossary.

LEGAL LEVERAGE IN THE WORLD OF WORK; NORTH DAKOTA'S WOMEN, VITAL NATURAL RESOURCE

National Organization for Women/Missouri Valley Chapter
available from:
Governor's Council on Human Resources
State Capitol Building, 13th Floor
Bismarck, North Dakota 58505
1976 free 16 pp pam

". . . we inform you of the law, share a laugh or two, and most important of all, we call you to action! We give you names, addresses, phone numbers and procedures - all neatly packed in this palatable parcel of good information and good sense." The booklet is a readable summary of state and federal employment laws which allow women equal access to work. May need adapting for ABE readers.

NORTH DAKOTA NOXIOUS WEEDS LAW AND REGULATIONS

W578
Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1973

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

SMALL CLAIMS COURT Learning Activity Package 29
Providence Adult Education Department
nd $.50 22 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text is designed to enable the adult to know the procedures involved in suing someone in small claims court. 5 sub-objectives are accomplished by using paragraphs and dialogues to introduce new vocabulary and concepts. The student fills out practice applications and applies new knowledge to role-playing situations. A post test is provided.

STREET LAW
National Street Law Institute
available from West Publishing Company
50 W. Kellog Blvd.
St. Paul, MN 55102
1975 $5.95 283 pp pb 9-12 gr.

Street Law is a comprehensive course whose purpose is to provide learners with legal knowledge of practical use to them in their everyday lives. Thus students will be enabled to avoid getting into legal problems, to recognize when a lawyer is needed and how to get one. Even the powerless have rights - this is about how to exercise them. Problems and exercises follow informational passages. Students investigate legal problems in their own community.

TURN ON TO RECORDS
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

A WILL OF HER OWN HE213

Cooperative Extension Service
Morrill Hall
North Dakota State University
Fargo, ND 58102
1971

One of the many excellent farm and home informational pamphlets available for North Dakotans. Most can be obtained at little or no cost from the above address or your local County Extension Agent.

YOU AND THE LAW

Reader's Digest
Pleasantville, New York 10570
1971 $11.95 863 pp HC TR

Subtitled, A Practical Guide to Everyday Law and How it Affects You and Your Family, this volume is a comprehensive storehouse of legal information for the common man-on-the-street. It is designed to arm adults with the knowledge they need to know to avoid legal complications in many commonplace situations. Contains a comprehensive index and cross-reference system.

YOU AND YOUR LAWYER

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

You and Your Lawyer explains how lawyers are trained, what lawyers do and how they can help the individual.

YOU, THE LAW AND RETIREMENT
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1975 $.70 36 pp pam

Why and how to see a lawyer when planning for retirement; discusses making a will, designating power of attorney, setting up trust funds, etc.

YOUR FAMILY RECORDS AND BUSINESS PAPERS Circ. HE-1

Cooperative Extension Service
Auburn University
Auburn, Alabama 36380
nd free 5 pp leaflet

Attractive and well illustrated, this is only one of the many pamphlets available from the Cooperative Extension Service. The title is listed as a resource in the APL correlated Adult Competency Instructional Guide developed under the direction of Dr. Harry Frank at Auburn University.

Legal Systems

YOUR RETIREMENT LEGAL GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1970 free 39 pp bklt 10 gr.

Most people know next to nothing about their legal rights and responsibilities. This booklet answers questions such as: What should you know about wills? How can you best plan your estate? Who will handle your affairs if illness strikes? How should you select an attorney? The booklet is one in a series of ten informational booklets dealing with the needs of older citizens.

WHERE TO WRITE FOR BIRTH AND DEATH RECORDS
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 8 pp pam

Gives addresses for each state and U.S. protectorate.

WHERE TO WRITE FOR MARRIAGE RECORDS
U.S. Department of Health, Education & Welfare
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $.35 6 pp pam

Gives addresses in each state and U.S. protectorate.

Taxation

BE INFORMED ON SOCIAL SECURITY Be Informed Series Unit 5
Humphrey, Kenneth and Humphrey, Katherine
New Readers Press
Box 131
Syracuse, NY 13210
1976 $.85 040 pp self cover 6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needs for everyday living. Excellent for teaching coping skills.

Taxation

A BRIEF EXPLANATION OF MEDICARE

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

FARM RENTAL INCOME . . . DOES IT COUNT FOR SOCIAL SECURITY PAYMENTS?
Social Security Administration
U.S. Government Printing Office
Washington, DC 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS
Veterans Administration
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1977 ($.95) 67 pp pam

Tells what to apply for, who is eligible to apply, how soon they must apply, and where the application must be made. Excellent for teacher reference.

THE HEALTH SECURITY PROGRAM Learning Activity Package 71
Providence Adult Education Department
nd $.50 23 pp self-cover ABE

SEE 'SERIES' SECTION: LABEL PROGRAM

Objectives of this teacher/student workbook are to enable the adult to comprehend the provisions of the proposed Health Security Program (S. 3/H.R. 21) and know how to lend it support. The students compare existing programs with the proposed program using discussion, comprehension and computation exercises. Students write a letter of support to a Congressman. This LAP could be used as a model for other legislative awareness activities. Evaluation procedures are provided.

HOW MEDICARE HELPS DURING A HOSPITAL STAY

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

IF YOU BECOME DISABLED

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

IF YOU'RE SELF-EMPLOYED . . . REPORTING YOUR INCOME FOR SOCIAL SECURITY

Social Security Administration
U.S. Government Printing Office
Washington, DC 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

INCREASE IN THE SOCIAL SECURITY EARNINGS BASE

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

MEDICARE & MEDICAID Learning Activity Package 77

Providence Adult Education Department
nd $.50 20 pp self-cover ABE/HSE

SEE 'SERIES' SECTION: LABEL PROGRAM

Most adults are confused about the differences between Medicare and Medicaid and do not know whether they are eligible for either. This teacher/student workbook will enable the adult to list differences and similarities between Medicare and Medicaid and compare eligibility requirements. Illustrations, dialogues, charts, computational, comprehension, grammar & vocabulary exercises are all used in achieving the objective. Evaluation criteria is included.

MEDICARE COVERAGE IN A SKILLED NURSING FACILITY

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

MEDICARE FOR PEOPLE UNDER 65 WITH PERMANENT KIDNEY FAILURE

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- pam

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

Taxation

PAYMENT UNDER MEDICARE MEDICAL INSURANCE

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

SOCIAL SECURITY Learning Activity Package 27

Providence Adult Education Department
21 pp ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

Many people are unaware of benefits available to them from Social Security. This student/teacher worktext is designed to familiarize students with what Social Security benefits they are entitled to Grammar, vocabulary and comprehension exercises & activities are emphasized. Evaluation procedures are outlined.

SOCIAL SECURITY AND CASH TIPS

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1977 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

SOCIAL SECURITY AND YOU

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activites and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

SOCIAL SECURITY AUDIO VISUAL TEACHING AIDS

Social Security Administration
Office of Information
Room 100 Altmeyer Building
6401 Security Boulevard
Baltimore, Maryland 21235
1977 $? filmstrip/cassette kit

The kit contains three filmstrips and audio cassettes. Social Security is an important topic which affects every working person. The kit gives an overview of social security and its genesis. The social security card and its relation to earnings is explained. Supplemental security income is explained and its application illustrated. All levels.

SOCIAL SECURITY BENEFITS FOR WIDOWED FATHERS

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1975 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

SOCIAL SECURITY CHECKS FOR STUDENTS 18 TO 22

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

SOCIAL SECURITY INFORMATION FOR YOUNG FAMILIES

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- pam

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

Taxation

SUPPLEMENTAL SECURITY INCOME FOR THE AGED, BLIND, AND DISABLED
Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1975 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

YOUR MEDICARE HANDBOOK

Department of Health, Education and Welfare
HEW Publication No. (SSA) 77-10050
Available from the Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
1976 $.60 62 pp pam

Clearly written, in large type, this handbook tells what Medicare is and how it works. It is intended to be a ready reference so that when a person needs medical care, they can use the handbook to find out whether the services needed are covered by Medicare and how much Medicare can pay.

YOUR SOCIAL SECURITY

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

YOUR SOCIAL SECURITY NUMBER

Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- leaflet

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

YOUR SOCIAL SECURITY RIGHTS AND RESPONSIBILITIES, RETIREMENT AND SURVIVORS BENEFITS
Social Security Administration
U.S. Government Printing Office
Washington, D.C. 20402
1976 $ -- pam

Part of a series of informational circulars put out by the Social Security Administration. They are updated when necessary, and can be picked up from stands in public places such as airports and post offices. They can also be obtained for a nominal fee from the Superintendent of Documents, U.S. GPO.

Career/Life Planning

ACTIVITIES FOR CAREER SELECTION: A HANDBOOK FOR ADULT BASIC EDUCATION INSTRUCTORS
Meyer, David D.
Portland Community College
Adult Basic Education Department
Portland, Oregon
1976 $ -- 39 pp looseleaf

"This handbook provides the ABE/GED instructor useful activities to assist students with necessary career information and with the problem-solving process." Three approaches are described, one of which is suited for ABE instructors who have little time for outside preparation.

A CAREER DECISION-MAKING HANDBOOK FOR ADULT BASIC EDUCATION TEACHERS
Burton, Joseph C. and Wilson, Patsy
Huntsville City Schools
Dr. James H. Mason, Jr.
Adult Education Program
2627 Hall Avenue, N.W.
Huntsville, Alabama 85805
1975 $2.00 57 pp spiral bound

This career decision making model is a handbook for ABE teachers and includes: Career decision making chart and info.; discussion of counseling techniques; lists of occupationally related materials; list of study guides for job entry; community resources list (regional); lists of tests useful in counseling.

Career/Life Planning

CAREER EXPLORATION WORKSHOP FOR WOMEN
(Trainer and Participant Manuals)
McCoy, Vivian and Cassell, Phyllis
Adult Life Resource Center
Division of Continuing Education
1246 Mississippi, Annex A
University of Kansas
Lawrence, Kansas 66045
1977 $15.00/set 99 - 130 pp spiral

Cited for distinction in several journals, this workshop guide and workbook was designed to fill the identified needs of women involved in career decisions. May need adapting for women with low basic skills. Excellent for the "displaced homemaker."

EXPLORATIONS PART I, REVISED; CAREER ACTIVITIES FOR ADULT EDUCATION CLASSES
Feingold, S. Norman and others
B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036
1975 $? 74 pp soft cover

This guide has 2 objectives: to familiarize students with a range of careers; and to introduce career materials into the skills contexts of reading, writing, oral communications and critical thinking. Activities have been field tested and revised. 16 activities are included, in which the teacher is to be a resource person, not an expert; a selector in reviewing recommended activities; and an adaptor of the activities.

LIFE/CAREER WORKSHOP FOR MEN AND WOMEN
(Trainer and participant manuals)
Rozzelle, Robert and McCoy, Vivian
Adult Life Resource Center
Division of Continuing Education
1246 Mississippi, Annex A
University of Kansas
Lawrence, Kansas 66045
1977 $20.00/set 104 - 139 pp plastic spiral

Cited for distinction in several journals, this workshop guide and workbook was designed to help men and women develop adaptive strategies to cope with life and career change. Focus is on the individual. Anticipated participant outcomes are included for each session. Self-contained. Needs adapting for low level.

WHAT COLOR IS YOUR PARACHUTE? A PRACTICAL MANUAL FOR JOB-HUNTERS AND CAREER-CHANGERS
Bolles, Richard
Ten Speed Press
900 Modoc
Berkeley, CA 94794
1978 $5.95 293 pp bp TR, advanced GED

Step-by-step details are given on how to identify what you want to do with the rest of your life, how to locate the job you want, and how to convince the employer you are the best person for the job. Practical exercises are for self discovery and resources for consultation are given. Detailed lists of books and organizations for further investigation are given for geographic regions. This is the single most often cited reference I have encountered in 'career planning'.

WHAT HAPPENS IF THIS MAN LEAVES THE PICTURE . . .
Common Cause, ERA. Available from:
Governor's Council on Human Resources
State Capitol Building, 13th Floor
Bismarck, ND 58505
nd free 6 pp newsprint tabloid (adapt for ABE)

Written to promote passage of ERA amendment, this tabloid would be useful to ABE because it illustrates the need for planning. Personal stories of real people, in their own words, are presented. Useful for stimulating a discussion on what would happen if your spouse dies, your marriage breaks up; on supporting children, getting a job outside the home, obtaining credit, discovering that the pension stops when the husband dies or that inheritance taxes can wipe you out.

WOMEN IN TRANSITION, A FEMINIST HANDBOOK ON SEPARATION AND DIVORCE
Women in Transition, Inc.
Charles Scribner's Sons
Shipping and Service Center
Vreeland Avenue
Totowa, New Jersey 07512
1975 $8.95 538 pp 8½x11 pb TR

Women in similar situations came together for mutual support. They outline ways of dealing with lonely, dependent feelings encountered during marital crises. They provide resources for coping with the seemingly overwhelming problems confronting women in all stages of 'transition,' from thinking about separating, to having been separated for several years. Extensive bibliography. Relevant, adaptable for ABE.

Education and Credentials

BARRON'S HANDBOOK OF JUNIOR AND COMMUNITY COLLEGE FINANCIAL AID
Proia, Nicholas C. and Di Gaspari, Vincent M.
Barron's Educational Series, Inc.
113 Crossways Park Drive
Woodbury, New York 11797
1974 $6.95 393 pp soft cover TR

Covers all states, thus information applicable to a specific state (such as North Dakota) is limited and general. Advice is offered on a variety of matters involved in selecting, financing, and getting in to Community and Junior colleges in the U.S. Useful for counselling and goal setting activities.

CORRESPONDENCE STUDY; A LIST OF COURSES AVAILABLE AT NORTH DAKOTA COLLEGES AND UNIVERSITIES

State Library Commission
Bismarck, North Dakota 58505
1976 $ -- 29 pp TR

"This catalog lists correspondence courses available at North Dakota colleges and universities under the direction of the State Board of Higher Education. Included are courses from Dickinson State College, Mayville State College, Minot State College, North Dakota State School of Science, University of North Dakota, and Valley City State College.

DIRECTORY OF POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION IN NORTH DAKOTA

State Board for Vocational Education
900 East Boulevard Avenue
Bismarck, North Dakota 58505
(1978) $ -- 212 pp small 3-ring HSE, TR

Contains 3 sections: an alphabetical listing of the occupational programs offered in N. Dak. and the schools offering specific training; an alphabetical listing of public and private vo-tech schools including various programs offered; program descriptions giving a detailed outline of the training program including program title, name and address of school, contact person, nature of work, starting dates and length of program, helpful highschool courses, admission requirements and financial information.

THE DOOR-TO-DOOR CAREER CON

Newman, Stephen A.
Consumer Law Training Center
New York Law School
57 Worth Street
New York, New York 10013
nd $.05 5 pp comic book

Pointers for avoiding door-to-door sales frauds and warnings about signing expensive contracts for vocational school training are offered. The contemporary comic book format provides interest for ABE students. Booklet relates to consumer protection and occupational knowledge.

GET CREDIT FOR WHAT YOU KNOW

U.S. Department of Labor
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1974 $.35 8 pp pam

How to get high school and college credit without formal schooling.

A GUIDE TO POSTSECONDARY EDUCATIONAL OPPORTUNITIES IN NORTH DAKOTA

North Dakota Higher Education Facilities Commission
Available through: Department of Public Instruction
State Capitol Building
Bismarck, ND 58505
1976 $ -- 32 pp newspaper size TR

This newspaper was conceived and published to help students make plans for the future. It describes what programs are offered by North Dakota post-secondary educational institutions. Fifty-five schools are included; vocational, technical, state and private.

HOW ADULTS CAN LEARN MORE--FASTER

Warren, Virginia B.
NAPCAE
1201 16th St., NW
Washington, DC 20036
1961 $2.00 52 pp pb TR

Written to help students in traditional ABE/GED programs. Addressed to the student, the book helps him to ". . . learn how to read faster, how to concentrate, how to listen, how to take tests and exams, how to be a successful group participant. You'll receive practical insights into your own individual learning ability--based on recent (1961) findings in the psychology of adult learning."

JOB TRAINING FOR YOU

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

LEARNING OPPORTUNITIES FOR OLDER PERSONS

Institute of Lifetime Learning
National Retired Teachers Association
American Association of Retired Persons
1909 K Street, N.W.
Washington, D.C. 20049
nd free 9 pp pam

"This booklet, published as a public service of the Institute of Lifetime Learning, describes many educational options open to the elderly and provides information about additional resources you may want to pursue.

Education and Credentials

NEED A LIFT?

American Legion Education and Scholarship Program
Americanism and Children and Youth Division
Indianapolis, Indiana 46206
Available from: American Legion
State Headquarters
Box 2666
Fargo, ND 58102
1976 free pam

Information about scholarships available through the American Legion.

REAL ESTATE LICENSING EXAMINATIONS

North Dakota Real Estate Commission
P.O. Box 727
Bismarck, North Dakota 58501

Write for the packet of information which includes the above title, another pam entitled Real Estate Law and Commission Rules & Regulations, lists of courses approved by the commission, requirements for application as well as the application itself. Excellent materials for exploring Real Estate as an occupation and for becoming familiar with prerequisites. Teacher resource or advanced students.

Getting and Keeping a Job

BE INFORMED ON FINDING A JOB Be Informed Series
Unit 7
Ludwig, Stephen
New Readers Press
Box 131
Syracuse, NY 13210
1975 $.85 040 pp self cover 6 gr.

There are 20 self contained units in this series. Exercises in each unit develop reading comprehension, word study, writing, listening and grammar skills. These skills are developed in the context of knowledge needed for everyday living. Excellent for teaching coping skills.

Getting and Keeping a Job

CLEARED FOR ACTION

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1971 $.50 15 pp pam

Cleared for Action emphasizes the importance of good housekeeping in the shop and on the job -- fewer health and safety hazards, more efficiency, etc.

FINDING A JOB: A RESOURCE BOOK FOR THE MIDDLE-AGED AND RETIRED
Sprague, Norman and Knatz, Hilary
Adelphi University Press
Levermore Hall 103
Garden City, New York 11530
1978 $9.25 138 pp 8½x11 pb

This guide describes how to analyze and synthesize a life-time of experience and skills, and relate them to available and satisfying job opportunities. Job search technique is discussed (resumes, letters, contacts, etc.). A large part of the book is devoted to a comprehensive, state-by-state listing of the public and private agencies serving the needs of older job-seekers. Relevant references are listed.

FINDING WORK
Follett Coping Skills Series
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1977 $1.80 64 pp soft cover 0-3 gr.

APL related Occupational Knowledge topics included in this student work book are: want ads and other sources of job information; applications; and self evaluation. Difficult vocabulary words are introduced at the beginning of each lesson, readings are relevant to daily tasks, exercises test comprehension at the end of each short lesson.

FINDING YOUR JOB

Eyegate House
146-01 Archer Avenue
Jamaica, New York 11435
1972 $66.00 KIT

Contains 6 filmstrips and 3 cassettes with the following titles: Getting a better job, Job shopping, Working for someone else, Finding a career, The job interview, What can you do. Readability level does not apply since the kit contains no print materials.

GETTING AND HOLDING A JOB
Schneider, Bernard
Frank E. Richards Publishing Co., Inc.
330 First Street, Box 370
Liverpool, New York 13088
1974 $1.95 60 pp soft cover

This workbook was developed for young adults who are preparing to enter the world of work. Information, exercises, vocabulary exercises, etc., are plentiful. The book tells students how to get and hold a job. Special information is gathered and recorded by the student to use later when he may need the information in job hunting. Useful for any ABE student who has had no experience in the job market.

GETTING THAT JOB
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1966 $1.29 24 pp soft cover 3-4 gr.

The several skills included are: social skills, reading and writing skills, listening and speaking skills, and organizational skills. These skills are presented in the context of 'job hunting, job interview, and job finding'. Discussion is used extensively in conjunction with the workbook--instructor's manual is available ($1.69). Each of the 3 lessons in the book takes 2-5 days.

GUIDE TO EMPLOYMENT SECURITY BUREAU AND HUMAN RESOURCE PROGRAMS
North Dakota Employment Security Bureau
1000 East Divide Avenue
Bismarck, North Dakota 58505
1976 $ -- 68 pp plastic spiral TR

Every ABE teacher should know what a local Public Job Service Office does. They should also know the linkages of available employment and training programs that exist. This Guide is designed to provide such information and should enable teachers to better recognize the opportunities available for their students.

HELP YOURSELF STAY HIRED
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

HOW TO FIND A JOB Learning Activity Package 2
Providence Adult Education Department
nd $.50 32 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text creates student awareness of resources available for vocational placement. Included are: agencies to contact, writing a resume', sources of information about educational and training programs and the use of classified adds. Audio tapes, reading passages, grammar exercises, puzzles, real resumes' and classified adds are used. Oral and written questions provide a basis for evaluation.

HOW TO FIND A JOB IN THE WANT ADS
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

HOW TO GET A JOB AND KEEP IT
Goble, Dorothy Y.
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1975 $1.44 63 pp soft cover 5-6 gr.

The 6 units of this worktext offer advice on locating and preparing for job opportunities and then taking advantage of those opportunities. Personal traits and work habits necessary to maintain and advance in a job are treated. Among many other things, students learn to take a self-inventory and complete application forms. Exercises and practice forms are plentiful.

HOW TO HANDLE A JOB INTERVIEW
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

JOB APPLICATION SKILL TEXT

Special Service Supply
Box 705
Huntington, New York 11743
1968 $1.50 36 pp soft cover

Applications for jobs in many varied types of industries and organizations are reproduced here. Students prepare themselves for actual situations by filling in these practice forms. In this way, students become familiar with vocabulary they will need to read and write. Prospective applicants can arm themselves with all the pertinent information called for when job hunting.

JOB HUNTING? START HERE
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

THE JOBS YOU GET Turner-Livingston Reading Series
Turner, Richard H.
Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607
1974 $1.38 48 pp soft cover 3-5 gr

Useful for educationally deprived teenagers and young adults, this title in the series of 6 work-texts aims at strengthening student skills and understanding of basic social behavior, language and arithmetic. Each book contains 23 lessons (a reading passage followed by exercises), each of which is self-contained on 2 facing pages. Teacher's guide is available ($1.98).

KEEPING THAT JOB
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1967 $1.29 31 pp soft cover 3-4 gr.

Several skills included are: social skills, reading and writing skills, listening and speaking skills and organizational skills. These skills are presented in the context of information necessary for coping in today's society. Discussion is used extensively in conjunction with the workbook -- instructor's manual is available ($1.69). Contains 3 lessons, each taking 3-5 days.

MATHEMATICS FOR EMPLOYMENT Part 1, Part 2
Parsky, Larry M.
Mafex Associates, Inc.
90 Cherry Street
Johnstown, Pa 15902
1970 $3.25, $3.50 180-205 pp soft cover

Information and exercises enable students to practice the skills and acquire the knowledge necessary to use basic arithmetic, to use sales tax in everyday living and to make change (Book I). Book II covers working in a restaurant, working in a department store, and working in a cleaners. Practice problems and forms are plentifully scattered throughout. A teacher's edition is available for $5.50.

MATHEMATICS FOR THE WORKER
Parsky, Larry M.
Mafex Associates, Inc.
90 Cherry Street
Johnstown, Pa 15902
1969 $3.25 200 pp soft cover

Information and exercises enable students to practice the skills and acquire the knowledge necessary to work in a gas station, to work in a carry out restaurant, to manage their money, budget, and to bank their checks. Plentiful charts, forms, and problems. Written for mentally handicapped and based on concrete experiences. Useful for ABE. Adult appearing format. Teacher's edition available ($5.50).

MERCHANDISING YOUR JOB TALENTS
U.S. Department of Labor
Consumer Information Center
U.S. Government Printing Office
Pueblo, CO 81009
1976 $1.10 24 pp pam 11 gr.

Information on preparing a resume', writing a letter of application, interviewing for a job.

MISSION RESPONSIBLE

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

Mission Responsible explains the importance of personal protective equipment. It describes protective equipment for each part of the body.

NO MORE JOB APPLICATION BLUES

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

OCCUPATIONAL EDUCATION FACT FINDING SERIES
Part I, II and III

Special Service Supply
Box 705
Huntington, NY 11743
1969 $1.50 ea. 35 pp soft cover

This is a workbook series consisting of three parts. It is designed to enable adults to use daily fact finding information such as the want ads, ads for home furnishings, maps, directories, schedules, and used car ads. Useful for middle or upper level ABE students.

OFFICE SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Office Safety teaches students who will work in offices that they, too, need to be safety-conscious on the job.

ON THE JOB

Hudson, Margaret W. and Weaver, Ann A.
Frank E. Richards Publishing Company, Inc.
215 Church Street
Phoenix, NY 13135
1965 $1.50 soft cover ABE I

Designed for special ed, selection of this booklet for use with ABE students should be done with care. Grooming, behavior standards, responsibility and on the job suggestions are presented with reference to persons living at home and presently in school. The concepts emphasized are important to all people entering the job market for the first time.

ON-THE-JOB SAFETY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

On-the-Job Safety covers safety situations students will face in the shop and on the job. It explains what causes accidents and how to prevent them.

OSHACT AND YOU

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1974 $.50 15 pp pam

OSHAct and You explains federal OSHAct regulations students should know about for their shop programs and future jobs.

OUT OF WORK

Ludwig, Stephen
New Reader's Press
Box 131
Syracuse, NY 13210
1975 $1.50 56 pp soft cover 6-7 gr.

There are four main aims in this text: To describe unemployment, to tell about ways to survive the crisis of unemployment, to tell about ways to get or improve job skills, to encourage readers to make their own decisions. Readers are urged to know their rights and to get help whenever they need it.

PAYROLL DEDUCTIONS-WHERE DOES YOUR MONEY GO?

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

Getting and Keeping a Job

PENSION FACTS 1976

American Council of Life Insurance
277 Park Avenue
New York, NY 10017
nd 1 copy free 52 pp bklt TR

An informative resource on all types of pensions. It provides a statistical and descriptive account of the pension system. Revised annually.

PUBLIC RELATIONS

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Public Relations shows how good public relations can be developed through friendliness, good attitudes and communication.

QUALITIES EMPLOYERS LIKE AND DISLIKE IN JOB APPLICANTS: FINAL REPORT OF STATEWIDE EMPLOYER SURVEY

Advisory Council for Technical-Vocational Education in Texas
P.O. Box 1886
Austin, Texas 78767
1975 $ -- 77 pp soft cover TR

This report is about why employers reject job applicants; hire one job applicant over another; fire employees; and stress areas of improvement needed in preparing people for full-time work. (Annotation is quoted from the report's 'Abstract'.)

QUALITY AND YOU

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Quality and You helps students set quality standards for themselves so they can have pride in themselves and the work that they do.

THE QUICK JOB-HUNTING MAP, A FAST WAY TO HELP

Bolles, Richard and the National Career Development Project
Ten Speed Press
900 Modoc Street
Berkeley, Ca 94707
1975 $1.25 23 pp stapled

To be most successful in your job-hunt, you need a cart, a horse and a road. This booklet is 'a fast way to help' you put them all together. It is designed for the undecided college student or the housewife going back to work, or the mid-career changer, or the man or woman whose job has been terminated, or anyone else facing obstacles in the job hunt. Focus is on identifying your functional/transferable skills.

THE SECRETARY AND THE TELEPHONE

Northwestern Bell
Programs Service
P.O. Box 1900
Fargo, North Dakota 58102
1974 $ -- 5 pp pam

Hints are offered to enable the individual answering the phone to be courteous, pleasant, tactful and diplomatic. Tips for handling complex or touchy telephone contacts are included.

TALKING WITH PEOPLE

Northwestern Bell
Programs Service
P.O. Box 1900
Fargo, North Dakota 58102
1974 $ -- 6 pp pam

Some of the common situations which confront different telephone users from day to day are listed. Phrases often used in each situation are compared with phrases preferred for each situation. Large colorful type and easy reading make this a useful pamphlet to use with ABE students.

TIPS FOR FILLING OUT A JOB APPLICATION

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

THEY HELP YOU FIND A JOB

Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

Getting and Keeping a Job

UNDERSTANDING YOUR PAYCHECK Learning Activity
Package 3
Providence Adult Education Department
nd $.50 16 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text enables a student to understand components of his paycheck, standard deductions, other deductions and to calculate exemptions. Dialogues and reading passages introduce computational problems step by step; these are reinforced by computation and comprehension exercises. Successful completion on computational exercises provides a basis for evaluation.

UNIONS Learning Activity Package 69
Providence Education Department
nd $.50 17 pp self-cover ESL 3

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text familiarizes the student with the purposes and objectives of unions. Students define "union", list advantages in belonging to unions and define pertinent terms. Students read selections, complete exercises for vocabulary and comprehension development. Evaluation materials are provided.

WHEN YOU WORK AT A JOB

U.S. Dept. of Health, Education, and Welfare
Social Security Administration
HEW Publication No. (SSA) 77-10071
Available from the Consumer Information Center
Pueblo, CO 81009
1977 $? 11 pp pam

Social Security application and benefits are explained in easy to understand language. Sentences are short, type is large. Excellent for low level ABE students.

WORKING WITH OTHERS Family Development Series
Udvari, Stephen S. and Laible, Janet
Steck-Vaughn Company
807 Brazos, P.O. Box 2028
Austin, Texas 78768
1973 $1.77 80 pp soft cover 4-5 gr.

The series of 10 consumable workbooks was adapted from materials produced by the RFD Project at the University of Wisconsin. The books are designed to teach life-coping skills and to develop decision making ability. This title covers finding a job opening, interviewing for a job, getting along on the job, and understanding the items on your pay check. Many exercises, illustrations and photos. Appealing format.

THE WORLD OF WORK
Koschnick, Kay and Ludwig, Stephen
New Reader's Press
Box 131
Syracuse, NY 13210
1975 $1.50 48 pp soft cover 6-7 gr.

Kinds of jobs, where the jobs are, where to get counseling and training are discussed. The book deals with choosing a line of work and tells about methods to use in job searching. It explains the special language of want ads and gives tips on the art of job interviewing. Teenagers and older workers are also covered. Fringe benefits, unions and laws about workers' rights are discussed.

YOU AND YOUR PAY
Dare, Beatrice F. and Wolfe, Edward J.
Follett Publishing Company
Customer Service Center
Box 5705
Chicago, IL 60680
1967 $1.29 24 pp soft cover 3-4 gr.

The several skills included are: social skills, reading and writing skills, listening and speaking skills, and organizational skills. These skills are presented in the context of 'getting, spending, and increasing your pay'. Discussion is used extensively in conjunction with the workbook--instructor's manual is available (1.69). Each of the 3 lessons in the book takes 2-5 days.

YOUR RETIREMENT JOB GUIDE

American Association of Retired Persons and
National Retired Teachers Association
215 Long Beach Blvd.
Long Beach, CA 90801
1972 free 46 pp bklt 10 gr.

One of ten in the "Better Retirement" series directed toward the needs of older people. Questions this book answers are: How can you turn old job skills into a new occupation? What is your best source of employment counselling? What professions offer special opportunities for retirees? How can you beat the odds against small business success?

YOUR TELEPHONE PERSONALITY

Northwestern Bell
Programs Service
P.O. Box 1900
Fargo, North Dakota 58102
1972 $ -- 12 pp pam

How do represent yourself or your company over the telephone? This booklet helps you use your voice and manner so that you are alert and courteous over the phone. It helps you create a lasting impression of warmth, friendliness and tact. A colorful well illustrated booklet which would be useful in ABE classes designed to build the confidence level of students who must improve personal or social skills.

Getting and Keeping a Job

YOUR W-4 FORM
Right to Read Project (Laurel Adler, Administrator)
Outreach Reading Academy
LaPuente Community Adult School
15839 East Rowland Street
LaPuente, CA 91744
nd $ --

Part of a series of 40 'Functional Reading Units'. Each unit lists desired skills/knowledge, activities and materials. Self-contained units (except for supplemental recommendations) include student questions, flash cards, a short reading passage (2-6 pp), a review page and a practice page. Useful for tutorial or group situations. Level varies from 2-8 gr. but averages 5-6 gr. according to Frye Graph.

Job Categories

ACE JOB DESCRIPTIONS
Cooney, Joe (compiler)
Adult Competency Education Project
San Mateo County Office of Education
609 Price Avenue
Redwood City, CA 94063
1976 $25.50 loose leaf

Intended for the use of the teacher who works with or counsels students in a goal-setting session. Useful for specifying which objectives are needed for the job. The descriptions are not text material for the student. The list consists of the most frequently occuring entry level jobs in San Mateo Co. and specifies prerequisite skills, on-the-job skills, and the reason the skill is necessary.

AVCEM, ADAPTIVE VOCATIONS AND CAREERS THROUGH EDUCATIONAL MEDIA (Series of 40)
Minhas, Jasjit
Instructional Media Center
Box 1057
Dickinson, ND 58601
1976 $110/set, $3.30-$5.50/bklt. 050 pp ABE/GED

Each self-instructional, criterion referenced learning module is part of a carefully designed system for teaching specific, detailed, job skills to EMH students. Topics for the modules were selected after surveying the job market in the project centers' local areas and diagnosing the needs of each EMH student. Covers: service station attendant, cleaning and janitorial, laundry, bus boy/girl, dishwashing, hospital house maid, building trades, kitchen workers. Teachers guide.

Job Categories

ABOUT R.N.'S

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

About R.N.'s presents the facts about modern nurses -- their personal qualifications, education, specialties and services they perform.

ABOUT THE AMERICAN FARMER

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

About the American Farmer explains the skills and experience farmers must have to perform the varied parts of their job.

ABOUT SPEECH AND HEARING PROBLEMS

Channing L. Bete
45 Federal St.
Greenfield, MA 03101
1977 $.50 15 pp pam

About Speech and Hearing Problems describes training needed by a speech pathologist or audiologist. It discusses job opportunities in schools, hospitals, industry, etc.

CAREER AWARENESS MATERIALS FOR SPECIAL NEEDS STUDENTS I
Tucker; Schneider; Stewart; and C.B. Hass, Director
Dickinson Public School District
Instructional Media Center
P.O. Box 1057
Dickinson, North Dakota 58601
1978 $110.00 AV Kit: 10 bklts, 10 tapes, 10 FS 4 gr.

This delightful career series is highly adaptable for use with ABSE students in N. Dak. Large line drawings and airy pages are appealing. Words above 'level' have rebuses. Covers service sta. attendant, janitorial services, food serv. worker, laundry worker, farm worker, auto body repairman, nurse's aid or orderly, food store worker, construction worker and city worker. Also sold separately: $11-bklts, $19-tapes, $80-FS.

CAREER AWARENESS MATERIALS FOR SPECIAL NEEDS STUDENTS II

Tucker; Schneider; Stewart; and C.B. Hass, Director
Dickinson Public School District
Instructional Media Center
P.O. Box 1057
Dickinson, North Dakota 58601
1978 $110 AV Kit: 10 bklts, 1apes, 10 FS 4 gr.

This delightful career series is hly adaptable for use with ABSE students in N. Dak. arge line drawings and airy pages are appealing. Wo above 'level' have rebuses. Covers truck driver, coruction worker (machinery), recreation worker, sace coal miner, power plant worker, ironworker, orig worker, manufacturing worker, exploration crerker. Also sold separately: $11-bklts, $19-tapes30-FS.

CAREERS AND NORTH DAKOTA COAL

North Dakota State Board for Vocanal Education
900 East Boulevard
Bismarck, North Dakota 58505
(1978) $ -- np 3 rinnder HSE

This handbook in its colorful looeaf format is designed to acquaint individuals North Dakota with new and emerging occupationslated to the coal industry. With each career ortunity presented, a list of highschool courses is sested. Descriptions are not detailed, but summae those descriptions that will be common to the l industry in our state.

CARPENTRY Learning Activity Pack 6

Providence Adult Education Depart
nd $.50 12 pp self-c ESL 2

SEE 'SERIES' SECTION: LABEL PRO

This consumable student/teacher t enables the students to identify carpentry t and describe their uses. Students study illuations of vocabulary words and verbs associated n them. Dialogue provides oral practice, identifiion and comprehension practice. Games, flash car transparencies, real tools, language master cardnd group activities motivate discussion, stimulate cer exploration and facilitate learning. Evaluationocedures included.

ELECTRONICS Learning Activity Page 7

Providence Adult Education Deparnt
nd $.50 31 pp self-cov ESL 3

SEE 'SERIES' SECTION: LABEL PROM

This consumable student/teacher ct enables the student to identify electrical ts, components and equipment, and describes their s. Students study illustrations of vocabulary and sociated verbs. Real tools, equipment and comports provide learning experiences. Students ceive comprehension practice, and are motivad toward discussions and career explorat. Evaluation procedures are provided.

NORTH DAKOTA OCCUPATIONAL PROFILES Series of 5:

1) Trade; 2) Mining; 3) Finance, Insurance and Real
Estate; 4) Transportation, Communications, Electric,
Gas and Sanitary Services; 5) Manufacturing
North Dakota Employment Security Bureau
P.O. Box 1537
Bismarck, ND 58505
1978 free @ 45-175 pp plastic spiral HSE

Curriculum developers or individuals planning education for a new job or a job change will find information on occupational supply and demand in North Dakota. Each cluster is broken down by job category. Present and projected employment statistics are given. Use with a print-out of North Dakota Job Bank, which lists salaries and all current job openings at Job Service, for comprehensive job information.

NURSES WANTED

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

Nurses Wanted outlines training needed to become a nurse and describes range of nursing jobs -- in hospitals, industry, schools, military, etc.

OCCUPATIONAL OUTLOOK HANDBOOK, 1976-77 Edition

U.S. Department of Labor
Bureau of Labor Statistics
U.S. Government Printing Office
Washington, D.C. 20402
1976 $7.00 781 pp soft cover TR

ABE teachers will find the Handbook a useful source of information which can be easily modified for use in the classroom. More than 850 occupations and 30 major industries are listed. What workers do on the job, the training and education required, advancement possibilities, employment outlook, and earnings and working conditions are described. This is a valuable tool for helping students determine work plans.

OCCUPATIONAL THERAPY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Occupational Therapy describes preparation needed and tells how an occupational therapist aids in patient's rehabilitation.

PAINTING Learning Activity Package 5
Providence Adult Education Department
nd $.50 14 pp self-cover ESL 2

SEE 'SERIES' SECTION: LABEL PROGRAM

This consumable student/teacher text enables the student to identify painting tools and describe their uses. Students study illustrations of vocabulary and associated verbs. Reading selections, games and group activities, math exercises, real tools, etc. provide learning experiences. Students receive comprehension practice and are motivated toward discussions and career exploration. Evaluation procedures are provided.

RESPIRATORY THERAPY

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1977 $.50 15 pp pam

Respiratory Therapy explains the qualifications for the job of respiratory therapist and shows how the therapist works with a rehabilitation team.

SAFETY TIPS FOR PROFESSIONAL DRIVERS

Channing L. Bete
45 Federal St.
Greenfield, MA 01301
1976 $.50 15 pp pam

Safety Tips for Professional Drivers gives keys to being a skillful, defensive driver in all situations, on the job or off.

WHO'S WHO IN A HOSPITAL

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Who's Who in a Hospital introduces the people who make up a hospital health team. It explains each member's contribution to the efficient running of a hospital.

WHO'S WHO IN YOUR BANK?

Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1975 $.50 15 pp pam

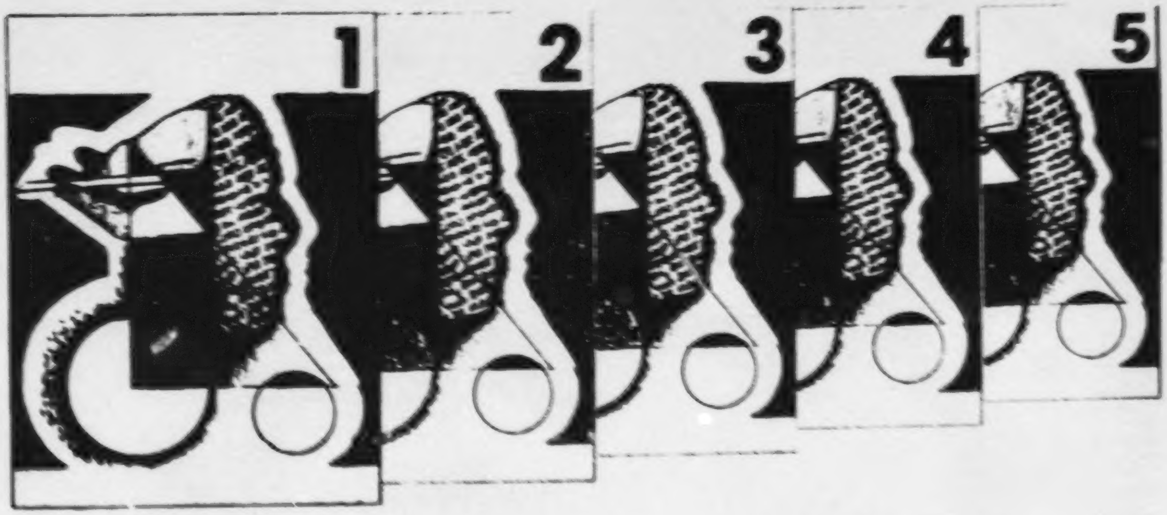
Who's Who in Your Bank introduces the modern banking team. It describes functions and skills of each job category.

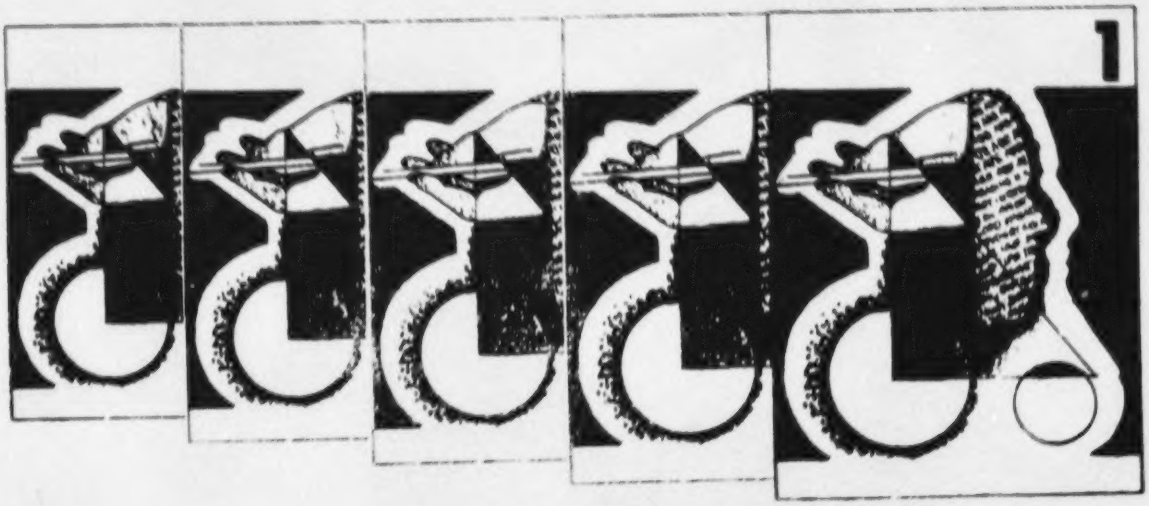
WHO'S WHO IN YOUR SCHOOLS?

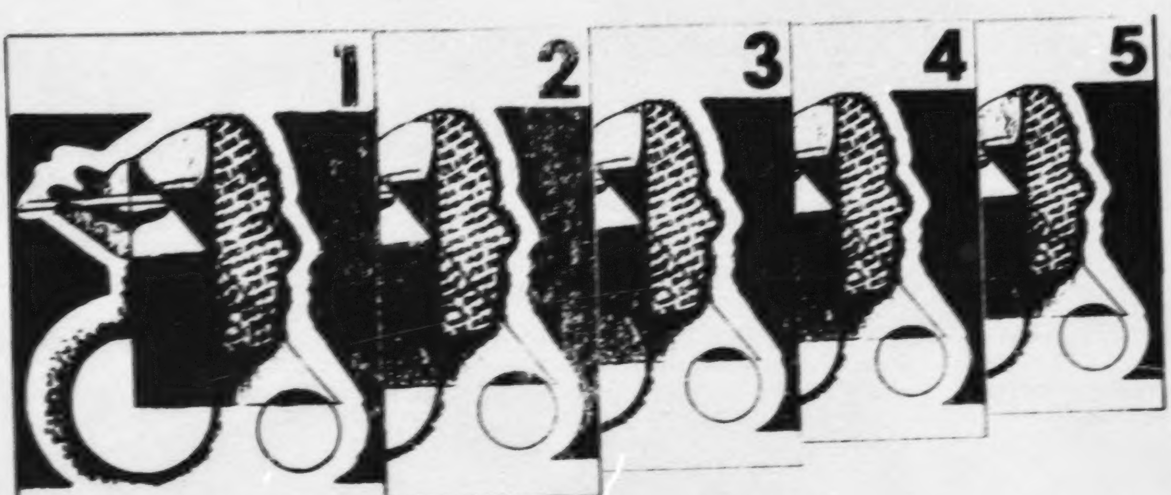
Channing L. Bete
45 Federal Street
Greenfield, MA 01301
1976 $.50 15 pp pam

Who's Who in Your Schools is an informative directory of the broad range of people who work in a school system -- their skills, dedication and responsibilities.

Selected Series







COMPETENCY-BASED LIVABILITY SKILLS

Dimock, Elna
Clovis Adult School
914 4th Street
Clovis, California 93612
(1978?) $90.00 collated, but not bound--for flexibility and copying

Competency-Based Livability Skills is a system for enabling students to develop life skills while improving reading, writing and math skills. The modules are divided into four categories: Class modules, Level I; Class modules, Level II; Independent modules, Level I; Independent modules Level II. (Each title in the Class modules was also written for Independent study.) Titles for each level are as follows:

LEVEL I MODULES (Reading level 0-4)

weights and measures
coins and currency
budget
selecting clothing
telephone
grocery ads
selecting a good buy
sales tax
eating out
car care at home
car care at repair outlet
legal rights
voting
personal documents
health services
health vocabulary
at the doctor's
health--men
health--women
health--women
stay healthy
home safety
first aid
nutrition
finding a job
job interview
cultural events
social security

traffic signs
bus
post office

LEVEL II MODULES (Reading level 5-8)

weights and measures
mail order
telephone
sales tax
housing
car care at repair outlet
credit
auto insurance
advertising
banking
family planning
legal rights when driving
voting
tax system
individual and his government
consumer legal rights
short form income tax
maps
library
travel
safe driving
job categories
want ads
job application
keeping a job
labor unions
test-taking
parenting--children and
  adolescents
problem solving

FORMAT:

The modules are not designed around materials. Concepts are taught through strategies. Handouts (included in the module) alone will not teach the concepts; they are designed to reinforce learning strategies. Teachers will need to check the resources needed, prior to the use of a module.

Parts of the modules are color coded. Yellow, blue, pink and white pages let you know at a glance which pages are for use by the teacher, by the student, or for pre and post testing. Each module includes an informational section which provides learning exercises, a guide section--for the student in the independent modules and for the teacher in the class modules, pre- and post-tests, answers, and bibliographical information.

LABEL, Library of Adult Basic Education LAPs
P.A.R., Inc., (Programs for Achievemnt in Reading)
Abbot Park Place
Providence, Rhode Island 02903
401--331-0131
1978 $995 Series of 74 LAPs unbound, laminated pages

LABEL is designed to be a flexible, one time purchase. The pages are constructed to withstand repeated photocopying. Each LAP concentrates on skills and knowledge needed to perform a single common life activity such as buying a car or finding a job. Reading, writing, problem solving, computation, speaking, listening, viewing and identification of facts and terms are coping skills in each LAP which are easily identified and can be combined with the same coping skill in any other LAP.

The Instructor's Manual contains guidelines for reproduction and copyright restrictions. In the 'Prescription Guide,' a permanent record of a student's path through LABEL is provided. A variety of assessment tools are included. Readability level coding, ABE and ESL coding, ACT/APL correlations, a list of mathematics functions, an overview of each LAP, and resource materials are given.

Titles included in the set are as follows:

The Telephone
Using Highway and City Maps
Go by Bus
How to Use the Library
Weather
Your Fire Department
The Airport
How to Use the Dictionary
Extended Care Facilities
The Outside of an Apartment
Rooms and Furniture in an Apt.
Foods and Household Items
Money, Money
Car Buying
Buying Used Furniture and Appliances
Kitchen Know-How
Understanding Your Utility Bills
Saving Energy in your Home
How to Save Gasoline
Banking Your Money
Clothing: Identifying Articles
Shopping for Food
Comparative Shopping
Funerals
Buying by Mail
Using Credit Cards
Credits and Loans
Making a Budget
Car Insurance
Save Money on Drugs
Keeping Clothes Clean
Electrical Appliances
Meeting Metrics
Consumer Beware
The Post Office
Small Claims Court
Food Stamps
Your Police Department
Housing
Getting Your Citizenship
Highway and Road Signs
Food Stamps for Senior Citizens
Your Rights as a Citizen
Voting
Your 1040A Form
Medicare and Medicaid
Making A Will
Social Security
At the Drugstore
The Dentist
Safety in the Home
Your Yearly Checkup
The Hospital
Smoking
Health Insurance
Immunization
Coughs and Colds
First Aid
Parts of the Body
A Balanced Diet
The Health Security Program
Heart Attack
Tools
Understanding Your Paycheck
Carpentry
Sewing
Fixing your Car
Unions
Painting
How to Find a Job
Occupational Safety
Electronics
Good Working Habits
Simple Plumbing Repairs

NOTE: Titles available for review from this Project comprise the original series.* The LAPs are one of the most often and most highly recommended materials, related to teaching functional literacy, currently in use.

*which is no longer available for purchase from the Providence Adult Education Department and which cannot be photocopied. They do give the reviewer an excellent idea of the commercial version, however, and one sample LAP produced by P.A.R., is available from us for your examination. It is entitled Go By Bus.

BE INFORMED SERIES

New Readers Press
Box 131
Syracuse, New York 13210
1970 - 1978 $1.00/bklet $10.00/bklets 1-10 or $15.00/bklets 1-10 or gr. 4-7
bklets 11-20 (unbound) 11-20 (bound)

From the catalog, "The Be Informed series helps adults and teenagers get the knowledge they need for successful living in today's world."

"It's packed with easy-to-read information on credit, housing, health, community resources, and other topics of vital interest."

"There are 20 independent study units in the series. Each unit is a self-contained curriculum module, providing up to 10 hours of class work. Exercises in each unit develop reading comprehension, word study, writing, listening, and grammar skills. Answer keys are provided for the exercises."

Titles include Be Informed on:

Personal credit
Buying a car
Owning a car
Buying a house
Personal insurance
Renting a place to live
Finding a job
News media
Taxes
Banking
Mental retardation
Marriage
Using measurements
Wise buying
Using the library
Drugs
Nutrition
Population
Pollution

An 8 page teacher's guide is available which provides information for teaching with the 'Series' and also which provides a resource list of free or inexpensive materials on topics covered by the Be Informed Series.

English as a Second Language

ESL SURVIVAL CURRICULUM, Beginning Level and Intermediate Level
Howard, Leann and others
San Diego Community College
Adult Division
4395 El Cajon Boulevard
San Diego, California 92105
1976 $35.00/2 vols. plastic spiral ESL

Copies not presently available from source listed above. Being considered by Prentiss Hall for publication. Our copy was loaned, for trial use, to the Bismarck ABSE program. They liked it very much. Ten subjects are covered at each ESL level, pre- and post-tests are provided, APL correlations are noted. It was written to serve as a basic outline for those who need to learn survival language and vocabulary.

ENGLISH AS A SECOND LANGUAGE: A CURRICULUM GUIDE FOR ADULT SURVIVAL SKILLS IN COMMUNITY RESOURCES AND CONSUMER EDUCATION
Haynes, Melinda Kay
Adult ESL Project
Department of Secondary Education
University of Nevada
Las Vegas, Nevada
1977 $ -- 265 pp 8½x11 pb ESL

The purpose of the modules is to provide students with a means for developing language skills while learning information of vital concern in their lives. They are designed to enable teachers to develop learning objectives which reflect this purpose. Activities are provided to meet affective, cognitive and interactive goals. 11 modules, bibliog., evaluations.

ENGLISH AS A SECOND LANGUAGE ORAL ASSESSMENT (ESLOA)
Coy, Dr. Joye, et al
Literacy Volunteers of America, Inc.
Sixth Floor Midtown Plaza
Syracuse, New York 13210
315--474-7039
1978 $4.00 80 pp plastic spiral ESL

From the LVA catalog, " . . . (a) reuseable test which has pictures and questions to assess an adult student's auditory comprehension, knowledge of English survival vocabulary, and ability at four levels of oral expression and sentence formation, as well as providing a checklist for evaluating free expression." Answer sheet pad is available for $1.50.

FUNCTIONAL ENGLISH AS A SECOND LANGUAGE FOR ADULTS
Pinero, M. Anabel and Wilkins, Ernest J.
Available from Brent H. Gubler, Coordinator
General Adult Education
Utah State Board of Education, Vocational Education
250 East 5th South Street
Salt Lake City, Utah 84111
1978 $6.50 621 pp 3 ring ESL

The Project, "Developing Model Adult ESL Programs," developed a text, an accompanying workbook and an instructor's manual. These materials include culture notes, songs, games and an instrument at the end of each lesson to evaluate individual student achievement. The development of this uniform instructional material was found to be important as a basis for pre- and in-service training for program staff.

INGLES PARA SOBREVIVIR (ENGLISH FOR SURVIVAL)

Latin America Family Education Program
640 Jefferson Street
Gary, IN 46402
1973 $6.95 each 119-150 ESL 1-3 levels

This is a series of 3 manuals for use with Spanish-speaking adults. The manuals are levelled (Book 1 is beginning level) and contain grammatical exercises, dialogues, practice exercises, vocabulary and situations in a coping skills context. All the material is objectives based. Notes for clarification are provided in Spanish. This is an excellent ESL resource which covers all of the APL general knowledge areas and most of the performance objectives. (Annotation quoted from ABC's in APL.)

LEARNING ACTIVITY PACKAGES
Providence Adult Education Department
396 Smith Street
Providence, RI 02908
nd $.50/packet series on ESL levels 1, 2 & 3

(NO LONGER AVAILABLE FROM ABOVE ADDRESS. SEE LABEL SERIES IN THE 'SERIES' SECTION OF THIS BIBLIOGRAPHY)

SURVIVAL ENGLISH: A PERFORMANCE BASED PROJECT FOR ENGLISH AS A SECOND LANGUAGE
Clark, JoAnn Pratt and Price, Caroll Ogden
Fairfield, California 94533
1975 $3.00 172 pp stapled ESL

Nine survival units were compiled after 3 years of field testing materials and dialogue from the Project's local community. A variety of dialogues, drills and exercises are included. Topics covered are: orientation, emergencies, holidays, consumer info., dining out, catalogues, alien registration, citizenship requirements, telephone, beauty shop, banking, housing, dental and medical, human relations. The Clovis Adult School in Clovis, California includes this item in their list of resources.

A TEACHER'S PLANNING HANDBOOK FOR DEVELOPING ESL/ABE INSTRUCTIONAL PROGRAM
Escobar, Joanna Sculley and Daugherty, John
English as a Second Language for Adults
Illinois ESL/ABE Service Center
500 South Dwyer Avenue
Arlington Heights, Illinois 60005
1975 $4.00 45 pp 3 ring, paper ESL

The handbook is designed to assist the teacher in developing content area and performance objectives based on 6 suggested goals. Sample objectives are provided. Includes a scope and sequence section, a sample 12-week program design, a list of tests and texts.

ADDITIONAL INFORMATION SOURCES

(Most of the following have catalogs, newsletters or informational flyers available which describe the organization and its services.)

AdvancE
Stayer Research and Learning Center
Millersville State College
Millersville, PA 17551
Erma D. Keyes, Project Manager

American Personnel Guidance Association
1609 New Hampshire Avenue, NW
Washington, DC 2006
202--483--4633

Association for Supervision and Curriculum Development
1701 K Street, NW, Suite 1100
Washington, DC 2006

American Psychological Association
1200 7th Street, NW
Washington, DC 20036
(Abstracting service)

Atlanta Assessment Project
Instructional Services Center
2930 Forrest Hill Drive, S.W.
Atlanta, GA 30315
404--761--5411
Ray L. Sweigert, Jr.
(Resources for assessing student competencies)

Center for Education Research and Evaluation
College of Education
Pennsylvania State University
University Park, PA 16802
(Health Curriculum for adults)

Center for the Study of Evaluation (CSE)
UCLA Graduate School of Education
Los Angeles, CA 90024
213--825--4711
Jane Coogan Beer, Director, Information Services
(Resources for assessing student competencies)

Center on Economic Education
UND
Dr. Richard Kauffman, Director
Grand Forks, ND 58201

Dr. Lyle Fogel, Director
Center on Economic Ed.
Minot State College
Minot, ND 58701

Clearinghouse ADELL
Informatics, Inc.
6011 Executive Blvd.
Rockville, Maryland 20852
Toll Free: 800--638--6628
(A referral service, has no materials of its own)

Clearinghouse for Applied Performance Testing (CAPT)
Dean Nafziger, Director
(Write to Northwest Regional Educational Lab.)

Clearinghouse on Resources for the Education of Adults
Syracuse University
Syracuse, NY 13210
315--423--3034
Donald Holmwood

Commission on Adult Basic Education of the Adult Education Association
(AEA/USA)
810 18th St., N.W.
Washington, DC 20006
202--347--9574
(Linda Hartsock, Executive Director for Resource Referral)

Education Document Reproduction Services
Box 190
Arlington, VA 22210
(Source for ERIC ED numbered materials)

ERIC Clearinghouse on Adult Career and Vocational Education
Center for Vocational Education
Ohio State University
1960 Kenney Road
Columbus, Ohio 43210
614--486--3655
Dr. Nevin Robbins, Adult Education Specialist
Bill Hull, Resource & Referral Service

Educational Testing Service (ETS)
Princeton, NJ 08540
609--921--9000
(Resources for assessing student competencies)

Far West Laboratory
1855 Folsom St.
San Francisco, CA 94103
(415) 565--3032 or 3000

Human Resources Research Organization (HumRRO)
300 North Washington St.
Alexandria, VA 22314
703--549--3611
Saul Lavisky, General Information Publications Distribution Coordinator
(Resources for improving the reading ability of adults)

Instructional Objectives Exchange (IOX)
10884 Santa Monica Boulevard, Suite 305
Los Angeles, CA 90025
213--474--4531
Elaine Lindheim
(Resources for assessing student competencies)

International Reading Association
800 Barksdale Road
Newark, DE 19711
302--731--1600
Charles R. Putney

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